



## POSITION POSTING

February 2022

<b>POSITION TITLE:</b>	<b>Facilities Technician</b>
<b>DIVISION:</b>	<b>Office of the President</b>
<b>DEPARTMENT:</b>	<b>Campus Operations</b>

### OCCUPATIONAL SUMMARY

Reporting to the Facilities Supervisor, the Facilities Technician is responsible for maintaining an attractive, sanitary, and safe facility for students, faculty, staff and the public; performing maintenance and environmental cleanliness functions for the university's physical facilities and grounds in support of the University's mission; the integration of the physical facility with the academic programs of the University and special events; and minimizing liability exposure.

This position does not supervise others.

### ESSENTIAL JOB FUNCTIONS

1. Performs assigned environmental cleanliness tasks, including but not limited to vacuuming, washing, mopping, waxing, and polishing all of the indoor and outdoor equipment, furnishings, and structures (e.g., classrooms, offices, restrooms, multipurpose rooms) for the purpose of maintaining a sanitary, safe and attractive environment.
2. Conducts all work within the institution's procedures including upholding safety standards when using cleaning supplies and electrical equipment, door lock, time and attendance, meeting deadlines, and schedules.
3. Attends in-service training for the purpose of receiving information on new and/or improved procedures as required (e.g., cleaning solvents, floor care, first aid, maintenance training, blood-borne pathogens, etc.)
4. Performs routine buildings and grounds maintenance, repair, and inspections for the purpose of ensuring the facilities are suitable for safe operations and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc., as assigned.
5. Advised supervisor promptly of any safety concerns and/or violations or irregularities that may present safety hazards and areas of the facilities that require additional maintenance.
6. Arranges furnishings and equipment for the purpose of providing adequate preparations for classes, meetings, and special events.
7. Prepares maintenance and inventory reports for the purpose of maintaining supplies and equipment for ensuring the availability of items required to properly maintain the facilities (e.g. cleaning solutions, paper products, vacuum, mops, etc.).
8. Flexible in working with others in a variety of circumstances (e.g. operating equipment, defined processes, problem-solving, team projects, changing work priorities, etc.).
9. Required to be welcoming, helpful, and accountable by providing excellent customer service to internal and external stakeholders in the performance of assigned duties.
10. Adheres to the institution's safety and emergency preparedness plans during the performance of assigned duties.
11. Operates effectively within established budgetary guidelines.
12. Represents institution at functions upon request.
13. Serves on administrative committees as assigned.
14. Performs other duties as required.



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### MINIMUM REQUIREMENTS

1. High school diploma or equivalent required.
2. Related work experience, skills, knowledge and abilities.
  - a. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used for industrial maintenance including electrical cleaning equipment, common tools, etc. and adhering to safety practices.
  - b. Specific knowledge is required to satisfactorily perform the functions of the job include: methods of industrial cleaning; preserving floors, walls, fixtures, cleaning materials, safety practices and procedures.
  - c. Specific ability is required to satisfactorily perform the functions of the job include: adapting to changing work priorities; community with diverse group; display exceptional interpersonal and customer service skills; meet deadlines and schedules; work as a team member and independently; work with constant interruptions; use impeccable judgment and integrity, and manage confidential information.
  - d. Basic working knowledge and some working experience with the following: electrical, plumbing, painting, landscaping, and HVAC.
  - e. Must be available for on-site and off-site training. This training will be provided by internal and external entities as scheduled by the University.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The usual and customary methods of performing the jobs functions require the following physical demands:
  - a. Significant lifting and moving up to 50 lbs. or more.
  - b. Able to be on your feet during an entire shift; walking, bending, stooping, twisting, reaching, pulling, pushing, kneeling, crouching on a repetitive basis, some climbing and balancing working at elevated heights.
2. Interior and exterior work required in varying temperatures and damp, dusty, and soiled areas.

### APPLICATION PROCESS

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University  
Office of Human Resources  
2186 N. Sherman Drive  
Indianapolis, Indiana 46218  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)

This position is open until filled.

**No phone calls please.**