

## Emmaus Bible College

<b>Job Title:</b>	Facilities Management Technician	<b>Department</b>	Facilities Management
<b>Location:</b>	Dubuque Iowa Campus	<b>Travel Required:</b>	Minimal
<b>Position Type:</b>	Staff, Full-Time	<b>Reporting Supervisor:</b>	Director of Facilities Management

### Job Description

**SUMMARY:** The facilities tech must provide a positive customer service experience for Emmaus students, faculty, staff and businesses located within the facilities of Emmaus Bible College. Must strive to maintain a clean, safe and attractive facility. Ensures that the buildings and grounds will be cared for and maintained with skill, care and efficiency. Their duties include completing building maintenance work orders, grounds care, snow removal, student worker supervision and building security.

#### Facilities Tech Duties and Responsibilities:

- Maintaining day-to-day operations of facilities, by completing or delegating maintenance orders that come from the Director of Facilities
- Performing routine maintenance on facilities and making repairs as needed
- Hiring and managing student workers that will assist in completing tasks such as mowing grass, setting up for events, maintenance tasks, security rounds, lighting maintenance etc.
- Maintaining the grounds including lawn care, trees, shrubs, flowers as well as grounds equipment
- Ensuring the driveways and walking surfaces are safe and clean during the winter months and that equipment is maintained and in safe working order
- Works with outside companies and vendors to accomplish tasks all while getting the best value
- Handles the set up and tear down of events that take place throughout the year
- Maintains clean and organized work spaces

#### Skills and Attributes:

- Active Christian testimony
- Accuracy and attention to detail
- Good time management, organizational and problem-solving abilities
- Strong oral and written communication skills
- Basic computer skills including emails, web searching, storing/organizing documents etc.
- Enjoys working with and training college students
- Has basic understanding of hand and power tools, lawn equipment maintenance and repairs, and how to trouble shoot a wide variety of problems that can arise
- Valid driver's license
- Comfortable handling equipment like mowers, snow plows, other gas powered equipment
- Prior experience in one or more of these fields is helpful: Plumbing, HVAC, Electrical or Construction
- Enjoys working side by side with other facilities crew and maintains a positive attitude
- Enjoys a wide variety of tasks and responsibilities and willing to learn something new

**Benefits of this position:**

- Health (family), dental, life and disability insurance, 401(k) plan, and tuition discounts
- 2 weeks paid vacation
- Paid Holidays
- Positive work environment
- On the job training