

Facilities Technician

(\$19-\$21/HR DOE)

Job Title: Facilities Technician

Department: Facilities Department

Positions Available: Multiple

Effective Date: Open until filled

DEPARTMENT SUMMARY

The Paul Quinn College Facilities department oversees all building and ground maintenance aspects.

REQUIREMENTS:

Landscaping Experience:

(Core duties and responsibilities include the following. Other duties may be assigned.)

- Completing any written work orders or verbal instructions from the supervisor.
- Following the Event Day Checklists to ensure everything is ready for the next event.
- Moving chairs and tables as needed, especially for last-minute setup.
- Cleaning and maintaining water features. This includes keeping the flow of water moving and free of trash and algae.
- Ensuring that the irrigation system is in proper working order.
- Repair fences, gates, walls, and walks as needed.
- Mowing and edging the lawns with sufficient time before an event
- Trimming trees as needed.
- Pruning flowers to keep the flower beds beautiful
- Mulching the flower beds and tree rings as needed
- Weeding the grass and flower beds
- Fertilizing on a given frequency and as needed
- Replacing sod as needed
- Picking up trash around the grounds.
- Will assist the maintenance person to ensure that the grounds and facility are in great working order for the events.
- Willing to help maintenance personnel with larger projects when needed.

HVAC Experience:

- Must have at least 5 years' experience in HVAC work or a related field (experience with a large Energy Management system preferred).
- Must have a two-year HVAC/Controls Degree from an accredited college or trade school and CFC certification.
- Must have formal or technical training provided by the industry.
- Must possess an in-depth understanding of the maintenance and repair of HVAC-related equipment.
- Must be able to interpret operation manuals on repair and maintenance.
- Must demonstrate effective communication, public relations, and interpersonal skills.
- Must have a service-oriented personality.

Potter Experience:

- Sweep, mop, wash floors, and other surfaces (inside buildings).
- Use light and heavy (commercial type) floor (buffers) and shampoo machines, including attachments.
- Vacuum rugs in offices and public areas. Spot clean daily and shampoo as directed. Clean and dust furniture, exhibit cases, pictures, chairs, door trim, light fixtures, and all other horizontal surfaces, including periodic high dusting.
- Wash windowsills; glass in interior doors, partition, and specified windows.
- Wash glass and trim at entrance doors, interior/exterior- Wash/spot clean interior walls as appropriate daily.
- Clean restrooms and restock paper supplies daily. Standard restroom procedures are to damp wipe glass surfaces, empty waste baskets, service soap and toilet paper dispensers, dust sills, clean tile walls, shelves, stall partitions, sweep/mop/scrub floors, etc.
- Monitors possible defects such as clogged urinals and lights out and reports to supervisors.
- Collect building trash daily, placing it in an approved container and placing it in a designated collection area for subsequent removal.
- Replace liners in waste baskets and trash containers per specs.
- Sweep or shovel snow from steps and walkways at building entrances and connecting walkways/sidewalks as directed.
 - Performs periodic work: High dusting, leather, and wood surface, polishing, and wall washing.

Work Schedule: Monday – Friday, 7:00 AM-6:00 PM, as needed or required on weekends

Driving College Vehicle: YES

Application Procedure:

Please submit your resume to Paul Quinn College Human Resources at: hr@pqc.edu