

PAUL QUINN

Facilities Technician

4 Full-Time Positions available

Location:

Dallas, Texas (on campus)

Positions Available - Open Until Filled

- (2) Full-Time Morning Shift Openings:
 - 8 am to 4 pm with rotating weekends
 - 10 am to 6 pm with rotating weekends
- (2) Full-Time Afternoon Shift Openings:
 - 1 pm to 9 pm with rotating weekends
 - 3 pm to 11 pm with rotating weekends

About Paul Quinn College

Paul Quinn College (PQC) has been widely recognized as one of America's most innovative small colleges. Founded in 1872 by African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses students' academic, professional, and social development.

By focusing on academic rigor, experiential learning, and entrepreneurship, PQC has become a model for urban higher education. As the ninth federally funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), Historically Black College, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real-world work experience while paying less than \$18,000 per year for tuition, fees, room, and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students, given that every year, 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment are prevalent, our work program provides them with the type of internship experience they have historically been denied.

Under President Michael J. Sorrell's leadership, Paul Quinn has become one of the nation's most innovative and respected small colleges. Fortune magazine recognized President Sorrell's work and the College's transformation by naming him one of the World's 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the "31 People Changing the South."

For more information about Paul Quinn College, please visit

www.paulquinn.edu

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Position Overview

The Paul Quinn College Facilities department oversees all building and ground maintenance aspects. The starting hourly wage for this position, based on experience, ranges from **\$19-\$25** per hour. This position is full-time and will require you to work rotating weekends.

Required Qualifications

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.

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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.

Driving College Vehicle: YES – Valid Driver's License Required

Application Procedures

Please submit your completed application and application materials to hr@pqc.edu