

# OCC Maintenance Technician

- Part-time - 20 hours per week
- Non-exempt hourly
- Pay based upon experience

## Job Summary:

The Maintenance Technician works under the Maintenance Supervisor and is responsible for any maintenance needs for the campus as related to assigned areas. This position is governed by departmental procedures and both safety and institutional policies.

## Duties/Responsibilities:

- Perform minor electrical upgrades within the campus buildings (e.g., changing of ballast, light bulbs, switches, and outlets)
- Maintain an inventory of the parts and accessories related to this field
- Submit purchase requisitions as needed for inventory and receive competitive price quotes from vendors
- Perform minor repairs to all windows and window hardware involving glass screen, latch, spring assemblies, and other related window functions
- Conduct functionality tests and inspections on fire safety systems, emergency lighting, exit lights, and related areas. Log test results in official book
- Perform minor and major painting projects using paintbrushes, paint rollers, paint sprayers, and other related equipment
- Assist in general carpentry projects involving building repairs or assembly of wooden framework, trim, plaster, roofing, or other related fields
- Use all carpentry tools and shop equipment and maintain as needed
- Receive and complete work orders from supervisor or Physical Plant Director
- Accept responsibility to clean up after given assignments or projects
- Perform other duties as assigned

## Required Skills/Abilities:

- Must have knowledge in plumbing and electrical
- Must have general carpentry knowledge
- Must have the ability to safely climb ladders (including extension ladders)
- Must be able to lift 75 pounds on occasion
- Must be able to routinely lift 15- to 45-pound ladders
- Must be able to work over head
- Must be able to follow orders, both written and oral
- Must be able to work independently with little oversight to complete assigned jobs
- Must be able to troubleshoot and perform preventive maintenance
- Must be able to recognize and locate conditions that require repair and maintenance

## Education and Experience:

- High school diploma or equivalent
- Must have previous experience in maintenance, electrical, and maintenance
- Must have a valid driver's license

## Physical Requirements:

- Up to eight hours per workday standing, sitting, bending, twisting, turning, and climbing up and down ladders, scaffolds, and other climbing devices

- May work outside, in high places, in confined areas, or in extreme cold and heat
- Must be able to climb 6- to 8-foot ladders with no modification adhering to all safety procedures

***This is a part-time position. Submit the OCC application along with a cover letter and resume to [hr@occ.edu](mailto:hr@occ.edu).***

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#### **EQUAL EMPLOYMENT OPPORTUNITY PROVIDER**

*Ozark Christian College is affiliated with Christian churches and churches of Christ. Its mission is to train men and women for Christian service. The college seeks to educate and hire individuals who share its core values to accomplish its mission. It is the intent of the college to create and promote a diverse workforce consistent with its stated goals and mission.*

*It is the policy of Ozark Christian College not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to educational opportunities, programs, activities, or employment as applicable to ministries in section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, as amended and implementing regulations.*

*As a religious educational institution, Ozark Christian College reserves the right to make employment decisions based on religion, marital status, or sex consistent with the college's religious beliefs. Further, as a Christian ministry, the college has the right to select those who serve in ministerial positions based on criteria established by the college.*