

Position Announcement

January 30, 2020

Maintenance Technician Kehoe Center, Shelby, Ohio

North Central State College is accepting resumes for a full-time Maintenance Technician in the Facilities Department at the Kehoe Center in Shelby, Ohio.

Essential duties/responsibilities include but are not limited to:

Facilities and Equipment Maintenance

- Operate manual and power tools and equipment to perform routine building maintenance; including but not limited to:
 - Perform plumbing maintenance, replacement, minor installation and repair of plumbing equipment (e.g., sewer pipes, trap fittings, plumbing fixtures, toilets, faucets, sinks, etc.)
 - Perform electrical maintenance, replacement, installation and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, etc.)
 - Perform carpentry work including altering or repairing buildings, walls, and structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairs, furniture, etc.)
 - Perform minor maintenance on heating, ventilation and air conditioning equipment, HVAC programming (e.g., replacing air filters, etc.)
 - Perform preventative maintenance program plans
 - Respond to and completes work orders, emergency calls, etc.
 - Interpret blueprints, drawings, and similar guidelines
 - Select tools and materials, and manages assignments through to completion
 - Patch, install drywall and prepare surfaces for painting
- Operate manual and power tools and equipment to perform routine maintenance and repair of tool and die machines and equipment; including but not limited to:
 - Tend and observe equipment and machinery in order to verify efficient and safe operation
 - Examine and test equipment, components and parts for defects and to ensure proper functioning (including electrical and hydraulic components)
 - Clean or lubricate machinery and equipment, as part of preventative maintenance
 - Install or remove electric 120/208/277/480 volt circuits, single and three phase operations, for machinery and equipment
- Perform other related duties as assigned

General Labor

- Set-up and arrangement of rooms for events: move furniture; set-up chairs, tables, stages and platforms; etc.
- Operate manual and power tools and equipment to mow, trim and edge lawns; weed and water lawns and flower beds; prune trees and shrubs; plant ground cover and flowers
- Keep grounds clean, pick up papers and debris, rake leaves, operate vacuum sweeper to clean sidewalks and parking lots when necessary
- Remove snow and ice using snow thrower/blower, tractor or truck with plow, hand shovel and/or broom. Apply salt and/or sand to snow and ice
- Help with cleaning, assist custodial staff when needed
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** High school diploma or GED
- **Experience:** Minimum 2 years' experience working with/in electrical, HVAC, and/or plumbing maintenance

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu
or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Review of resumes to begin 2/13/20 and until filled