



**POSITION ANNOUNCEMENT
MEP Coordinator**

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, ***Mechanical/Electrical/Plumbing (MEP) Coordinator***, for its Facilities Department on the Mount Vernon main campus. The position reports to the Assistant Director of Facilities and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. You will also receive vacation, holiday and personal days.

Responsibilities for this position include:

- Build and install Mechanical/Electrical/Plumbing (MEP) systems as assigned
- Repair and delegate responsibilities for MEP systems in need of repair
- Maintain the MEP shops
- Maintain all mechanical equipment and supplies
- Planning, oversight, and execution of MEP projects
- Coordination of assignments that involve other MVNU Facilities staff
- Coordination of off-campus contractors or suppliers
- Supervision of student helpers, volunteers and contractors as required
- Event setup
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High school diploma or equivalent
- At least ten years of experience and mastery in MEP related fields, or license equivalent
- Possess a current Ohio Driver's license and ability to operate University vehicles and equipment
- Must pass background check and safe drivers check
- Excellent face-to-face and phone customer service to all associates, visitors, and students on Campus
- Demonstrates effective and efficient use of University resources
- Exhibits excellent judgment in decision making within University guidelines
- Must be hard working, a team player, self-starter, and able to work with minimal supervision
- Must be punctual, responsible, and accountable
- This position will require after normal working hours and some "On-Call" availability. Mandatory overtime is required on occasion
- Ability to work outdoors for extended periods of time with exposure to extreme temperatures, high noise levels, dust, and other irritants. Occasionally, this position requires working from high heights.
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 90 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.