



## **POSITION ANNOUNCEMENT**

### **General Maintenance Technician**

*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, General Maintenance Technician, 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. 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 earned on an accrual basis.

Responsibilities for this position include:

- Build and install plumbing, electrical, and carpentry systems as trained and assigned
- Repair plumbing, electrical, and carpentry systems in need of repair
- Maintain workshop and tools
- Perform scheduled preventative maintenance tasks
- Maintain, purchase, and order stock of equipment and supplies as approved
- Supervision of student helpers, volunteers and contractors as required
- Provide maintenance needs of on Campus events as assigned
- Assist with regularly scheduled shuttle transportation to and from Campus during the fall and spring semester as assigned
- Periodically deliver Campus teams to their assigned destinations
- Answer and respond to phone calls for service requests
- Conduct vehicle inspections and schedule repairs with Motor Pool Coordinator
- Effectively communicate specific student needs and concerns with Facilities management
- Perform other Facilities-related duties in between shuttles and maintenance
- Other duties as assigned

Expectations for the successful candidate:

- Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ.
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene.
- High school diploma or equivalent
- Possess a current Ohio driver's license and ability to operate University vehicles and equipment

- CDL class A or B license with passenger and air brake endorsement, preferred. MVNU will train an otherwise qualified candidate.
- 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 working after normal 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](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/staff-job-opportunities/> 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  
Attention: 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.