



## **Maintenance Technician**

### **Part-Time, Regular**

Eastern Gateway Community College is now accepting applications for a Maintenance Technician position. The Maintenance Technician assists in maintaining the College infrastructure including, but not limited to: electrical, mechanical, and plumbing components of all assigned buildings through regular planned maintenance schedules and on an as needed basis. The Maintenance Technician will repair equipment during malfunctions. This position assists in the upkeep of the building including, but not limited to: painting and patching, walls, repairing various hardware utilized throughout the buildings, clearing and treating sidewalks and entry ways during inclement weather. The position is responsible for maintenance of the grounds of the facilities assigned, including but not limited to grass cutting and trimming, maintenance of flower beds, maintenance and trimming of trees and shrubs, and cleaning up cuttings. The Maintenance Technician will assist in maintenance and repairs of concrete walkways and steps, will assist in maintenance and repairs of blacktopped surfaces, and will assist in maintenance and repairs of brick paved areas of the facilities. This position will be based at our campus located in Youngstown, Ohio.

**Hourly Wage: \$12.00**

#### **ESSENTIAL DUTIES & RESPONSABILITIES:**

- Performs basic to semi-skilled electrical, mechanical and plumbing needs for facilities.
- Prepares and completes work orders, equipment service records, and other routine correspondence
- Assists in rebooting equipment after power outages
- Monitor and adjust computerized/digital controls on emergency systems, HVAC systems, etc.
- Inspects facilities and equipment to determine need for service and provides reports on findings
- Repairs any safety related issue expeditiously and/or takes appropriate and immediate action to report findings
- Assists or builds temporary and permanent structures for campus/College events and needs
- Provides basic carpentry work, as needed
- Cleans snow, ice and debris from sidewalks, roads and parking lots
- Performs grass cutting and trimming, maintains flower beds, trims trees and shrubs, and cleans up cuttings.
- Maintains basic semi-skilled upkeep of building components such as doors, windows, partitions, ceiling tile, wall coverings, and door hardware
- Assist in maintenance and repairs of all walkways, steps, blacktopped surfaces, and brick paved areas of the facilities.
- Responds to building security systems and fire alarms

- Unlocks/locks buildings as required, receives and delivers materials and supplies received at the College
- Participates in on-call rotation for emergency situations such as inclement weather, power outages or mechanical failures
- Transport materials, equipment and/or furnishings to other facilities owned or operated by the College
- Completes other duties as assigned within the general scope of the position described herein.
- The Maintenance Technician may provide guidance to student workers or temporary labor.

**EDUCATION AND EXPERIENCE:**

- Must be able to perform each essential function satisfactory.
- High school diploma or GED required and at least two years of related experience in a commercial building setting OR the equivalent in a two year degree or professional certification(s) related to the scope of the position.
- Must have basic computer skills to access e-mail and orders, and complete purchase requisitions as needed or directed.
- Must hold a valid Ohio driver's license with no suspension and/or excessive traffic violations.

**SKILLS & ABILITIES:**

- Experience and training necessary to effectively perform electrical and mechanical repairs to facilities and equipment.
- Must be able to work with minimal supervision and able to work with supervisor to prioritize various projects to be completed.
- Must be able to read and comprehend basic instructions, routine correspondence, memos, and e-mails.
- Ability to demonstrate knowledge of safety procedures and adhere to OSHA and College's safety regulations.
- Must be able to operate inside material handling equipment such as pallet jacks, hand carts, etc.
- Must demonstrate the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Must demonstrate the ability to apply common sense understanding to carry out written and oral instructions.
- Must be results oriented and able to manage multiple processes and activities simultaneously.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Heather Thomas**  
[hthomas@egcc.edu](mailto:hthomas@egcc.edu)

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.