

Job Opening

Preventative Maintenance Mechanic

Classification	Full-Time, Non-Exempt, 12-month
Division	Business Affairs
Department	Facilities
Reports To	Assistant Director of Facilities
Position Location	On-Campus
Work Schedule	Tuesday-Saturday 8:00 a.m.-4:30 p.m.

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Summary

The Preventative Maintenance Mechanic is responsible for the upkeep, maintenance, and repair of all mechanical equipment on campus, which includes but is not limited to heating, ventilation, air conditioning, and plumbing systems.

Essential Elements and Success Metrics

1. Responsible for service, maintenance and repair of domestic and commercial heating and ventilation systems, auxiliary components, and air handling equipment. This includes univents, fan coil units, exhaust fans, make-up air fans and unit heaters. This also includes air handling units for single and multiple zones to include lubrication, filter, and coil cleaning, changing belts, bearing cages and blading, installation, and adjustment of pulleys.
2. Carry out and organize preventative maintenance activities as required by supervisor and assist in setting up for various college functions.
3. Operate, schedule, and maintain chilled water-cooling systems. Clean, adjust, and maintain equipment such as, but not limited to, chillers, pumps, sumps, valves, traps, piping, hot water heaters, refrigerated food service equipment, and heat exchangers.
4. Perform season changeovers to include maintenance and repair of valves, controls, and other devices as required. Inspect, service, clean, repair, and replace auxiliary mechanical system components such as filters, dampers, valves, strainers, and fittings as required.

5. Adjust and maintain building automation control systems and fire alarm systems. Inspect and maintain pneumatic air supply lines for building mechanical systems. Adjust building and room temperature controls to maintain prescribed temperature.
6. Perform maintenance and repair of building plumbing systems and related components. Repair and install plumbing on low pressure domestic water systems, steam heating systems, furnaces, and boilers.
7. Install, maintain, and repair humidification system equipment.
8. Maintain and repair floor maintenance equipment, power hand tools, and other maintenance department tools and equipment, replace burned out lights inside building and on exterior grounds.
9. Maintain physical plant equipment through removal/replacement/repair of motors, switches, relays, coils, lines, fixtures, etc.
10. Maintain and complete appropriate facility tree work order activity log and related service documentation in timely and efficient manner.
11. Operate motor vehicles as required.
12. Position is classified as an essential services role. Incumbent must report to work during campus closures to ensure campus-wide facilities services are provided for the college community. Also serves on a 7x24 rotating on-call schedule responding to various campus emergencies.

Required Skills, Training, and Experience

1. This person must have the knowledge and ability to safely perform work with high and low voltage electricity, low pressure boilers, fire alarm systems, HVAC equipment, Metasys building automation system and energy management equipment.
2. High school diploma, technical diploma, and/or trade school, and 1-2 years of experience in the HVAC or mechanical trades.
3. Must have the ability to understand and follow oral and/or written directions.
4. Ability to work from construction drawings, sketches, schematics, and various control diagrams.
5. Working knowledge of computers, timeclocks and other software as required.
6. Thoroughness, dependability, and cleanliness.
7. Strong focus on safety compliance.

Physical Conditions

1. Some duties require lifting, bending, climbing steps, and working from ladders. High energy fast paced environment. Must be a self-starter with a track record of working well independently and within a team.
2. This position must be able to lift 50 to 75 lbs. On a regular basis.
3. Ability to work outdoors during inclement weather conditions which include extreme temperatures and other harsh climate conditions.

Interested candidates: Please submit a resume with a letter of interest including salary requirements to hrjobs@kings.edu

Internal candidates must apply by 11/11/2022.