

## **Eden Hall Campus of Chatham University Job Description**

**Job Title:** Eden Hall Building Technician

**Position Reports to:** Eden Hall Facilities Manager

**Position Summary:** The Eden Hall Building Technician (“Technician”) is a maintenance specialist who supports the Eden Hall Facilities Director regarding the operations of heating-cooling and energy systems at Eden Hall. In addition, the Technician supports general maintenance-related tasks at Eden Hall Campus, with a focus on building maintenance, under the direction of the Eden Hall Facilities Manager.

### **Qualifications:**

Experience with operation, repair and maintenance of heating, cooling and energy systems for commercial or residential buildings. Experience or ability to learn on the job regarding advanced energy and building automation systems.

Experience in some general building trades and ability to take instruction in others including carpentry, masonry, plumbing, electrical, mechanical, painting, plastering and general labor. Basic computer skills including emailing, word processing, texting; ability to conduct basic on-line research as necessary. Ability to learn and take instruction in more advanced computer-based building automation and monitoring systems.

Must be analytical, an independent thinker and highly motivated. Must be able to follow directives, complete tasks, while working both as an individual and as a team member -- including working with faculty, students, and other staff outside of the facilities team -- in the dynamic and collaborative environment of a small university campus.

### **Duties and Responsibilities:**

- Assist the Eden Hall Facilities Director in the operations of heating-cooling and energy systems at Eden Hall, including tracking the performance of systems and making necessary repairs under the supervision of the Facilities Director and outside expert contractors employed by the University. Periodically the Technician will need to review after-hours building system operations remotely from home.
- Carry out general maintenance-related tasks with a focus on buildings, including carpentry, masonry, plumbing, electrical, mechanical, painting, plastering and general labor as assigned by the Facilities Manager to support the operation of Eden Hall Campus.
- Assist with additional duties as required to meet facilities needs including snow removal, events set-up, landscaping, housekeeping, and deliveries and pick up.
- Participate, in a rotating schedule, in on-call coverage for after-hour incidents and emergencies.
- Secure or maintain professional certifications and/or licensing related to energy, heating & cooling systems. Chatham will work with the Technician to explore and support necessary continuing education.

**Physical Requirements:**

Hear: Continuous

Speak: Continuous

See: Continuous with 20/20 acuity

Stoop/Bend/Kneel/Squat: 80%

Use telephone: 10%

Lift: 50 lbs.

Use computer: 40%

Reach above shoulders: 50%

Fine hand manipulation: 100%

Sit: 15%

Stand: 90%

Walk: 40%

Write: 15%

Push/Pull: 30%