



**Position Title: Resident Sr. Facilities Technician**

**Supervisor:** The Sr. Facilities Technician reports to the Facilities Manager.

**Description:** The Resident Sr. Facilities Technician is responsible for assisting with supervision of the Facilities Team as well as the management and upkeep of the campus facilities and grounds.

**Schedule:** Monday through Friday 8:30 – 4:30 and on call all other times.

**Salary:** TBD Commensurate with experience.

**Responsibilities:**

1. Assist with the supervision of the Facilities Team. Serves as the Facilities Team supervisor in the absence or at the direction of the Facilities Manager.
2. Perform special Facilities assignments. Prioritize facilities/grounds-related projects and tasks that are requested and complete them in a timely and safe manner.
3. Work either independently or with members of the Facilities Team.
4. Perform regular facility-maintenance activities, which typically fall under the following three broad areas of work:
  - Facilities: installations, maintenance, and repairs to and throughout the campus facilities.
  - Grounds: installations, maintenance, and repairs to and around the campus grounds.
  - Setups: scheduled setups and room arrangements around the campus and for off-site events.
5. Oversee work performed by facilities/grounds contractors, including janitorial services in the absence of the Facilities Manager.
6. Perform administrative duties under the direction of the Facilities Manager, to include the updating of Facilities procedures and guiding documents as well as managing campus event setups per the Institutional Calendar.
7. Be on-call to assist with facility-maintenance issues outside of the college's normal hours of operations. Respond to on-campus matters and incidents during non-operating hours. Notify Campus Police / Security of any campus emergency situations.
8. Comply with all national, state, local, and college guidelines regarding workplace safety.

**Terms of Employment:**

1. Must reside in the designated Resident Sr. Facilities Technician apartment on the Criswell College property. The Resident Sr. Facilities Technician is expected to sleep in this apartment every night (including during semester breaks and holidays) to provide maintenance coverage for Criswell College's buildings and grounds and be accessible especially to the Resident Director and the campus housing residents.
2. Must notify the Facilities Manager three (3) days prior to being away from the campus property if for more than twenty-four (24) hours. Must seek the assistance of another Facilities Technician or the Facilities Manager to both be on-call (outside of the college's normal hours of operation) and respond to campus facilities maintenance issues if away more than twenty-four (24) hours. May be away from campus one weekend per month with prior approval from the Facilities Manager. Holiday leave time will be determined based on Facilities Team availability.
3. Must remain eligible for student housing (if a student).
4. Must abide by the contract terms and housing policies for campus residents.
5. The Resident Sr. Technician receives a full rent waiver for the designated apartment, but is responsible for electricity, gas, and water expenses.

**Qualifications:**

- Preferably two years of experience in facilities maintenance or another related field.

**Send Resume to:**

[dlockhart@criswell.edu](mailto:dlockhart@criswell.edu)

Questions: call Darin Lockhart at 214.679.1783