



Job Description
Resident Facilities Technician

The Resident Facilities Technician is responsible for assisting with the management and upkeep of the campus facilities and grounds and responding to facility-maintenance issues during non-operating hours.

Schedule

- **Regular Hours:** Monday-Thursday 8 a.m. – 4:30 p.m. (hours may adjust based on weekly need and on-call hours worked).
- **On-Call:** Respond to on-campus matters and incidents during non-operating hours.

Supervisor

- The Resident Facilities Technician reports to the Facilities Manager.

Key Responsibilities

- Work either independently or with members of the Facilities Team.
- Assist with the supervision of the Facilities Team. Serve as the Facilities Team supervisor in the absence of or at the direction of the Facilities Manager.
- Perform special facilities assignments. Prioritize facilities/grounds-related projects and tasks that are requested and complete them in a timely and safe manner.
- 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.
- Oversee work performed by facilities/grounds contractors, including janitorial services, in the absence of the Facilities Manager.
- 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.
- 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 in a timely manner.
- Notify Campus Police / Security of any campus emergency situations.
- Comply with all national, state, local, and college guidelines regarding workplace safety.

Terms of Employment

The Resident Facilities Technician receives a full rent waiver for a designated apartment on campus. Additionally, basic utilities (electricity, gas, and water) and Wi-Fi will also be provided by Criswell College. The Resident Facilities Technician is required to:

- Reside in the designated Resident Facilities Technician residence provided on the Criswell College property. The Resident 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 Housing Coordinator and the campus housing residents.
- Notify the Facilities Manager three (3) days prior to being away from the campus property for more than twenty-four (24) hours. Must seek the assistance of another Facilities Technician or the Facilities Manager to 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.
- Twice during a given week and with the prior approval of the Facilities Manager, may 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. Such requests will be permitted for up to a six-hour period.
- Remain eligible for student housing (if a student).
- Abide by the contract terms and housing policies for campus residents.

Qualifications

- High school diploma or GED.
- Knowledge of basic hand tools and maintenance techniques.
- Ability to lift heavy objects, stand for long periods, and climb ladders.
- Problem-solving, communication, and organizational skills.
- Preferably two years of experience in facilities maintenance, general construction, or another related field.

Pay

- Salary commensurate with experience

Contact

- To apply or request additional information, please contact dlockhart@criswell.edu