

Posted: 04/25/2018
Hiring range \$15.75-18.50
Status: Full-time



The College of Idaho invites applications for a Maintenance III position. The Maintenance III position is responsible for providing the first response to investigate problems, making adjustments to operating systems, and performing all phases of maintenance, facilities installation, and repair. This may include, DDC building automation, electrical, elevator, fire suppression, HVAC, mechanical, plumbing, pipe fitting repairs, and refrigeration.

Essential Functions

Principal Duties

- Adheres to all OSHA and safety standards.
- Performs preventative maintenance, necessary maintenance, and repairs to the buildings' mechanical, electrical, HVAC, and plumbing systems.
- Monitors direct digital control (DDC) building automation systems via computer interface.
- Uses a variety of hand and power tools to maintain and repair equipment.
- Performs routine electrical repairs and maintenance including replacement of fixtures, switches, outlets, lamps, and ballasts.
- Performs routine plumbing and maintenance on sinks, toilets, faucets, sewer lines, valves, water features, aquatics and irrigation pumps.
- Operates a variety of gasoline and diesel-powered equipment ranging from mowers, plows, scrapers, to backhoe, skid steer and related equipment.
- Maintains detailed log of work completed and follow-up on work orders; closes out work orders in a timely fashion.
- Maintains a safe, clean, and organized working environment.
- Ensures all hand tools, power tools, and equipment are maintained and in good working order.
- Ensures adequate shop inventory including but not limited to:
 - Researches and recommends items for purchase.
 - Purchases equipment, parts, tools, etc., once approved; Pick up supplies from local vendors.

Secondary Duties

- During the start of school and the end of school some grounds work assistance may be needed. Operates mower, edger, trimmer or blower as required.
- Performs snow and ice clearing operations, including plowing sidewalks/parking lots, shoveling ramps and stairs, and dispersing ice melt.
- Assists in maintaining vehicles, such as oil changes, and inspections.
- Assists in set-up and break-down for events on campus.

Additional duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, methods and techniques of the mechanical trade
- Skills required are in the mechanical trade but also consist of basic electrical and plumbing, as well as knowledge of refrigeration and possibly maintaining food service equipment.
- Has a working knowledge of HVAC systems; troubleshoots or adjusts DDC controls; monitors and repairs boilers, pumps, chillers, cooling towers, and related equipment.
- Proficient in MS Word, Excel, and Outlook, the internet, building automation software and computerized maintenance management systems (CMMS).

- Ability to read and comprehend building and system drawings, operation and maintenance files, sequence of operations and electrical online diagrams.
- Excellent communication skills, both oral and written, in English.
- Must be self-motivated, willing to work independently, and positively contribute to a team environment.
- Detail oriented while adhering to guidelines, performance standards and policies
- Ability to maintain a high level of customer service
- Must possess a strong work ethic and unquestioned personal integrity.

Qualifications

- Two years' experience in a facility mechanical or maintenance position, licensed in plumbing or electrical trade preferred.
- Demonstrated understanding of HVAC, plumbing, mechanics, electrical, and refrigeration.
- Willingness and availability to work additional hours as necessary.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Additional Requirements:

Travel: Minimal local travel

Attendance: Regular attendance

On-Call: Available to respond to campus emergencies during off-hours, evenings and weekends as needed.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin May 9, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.