

Facilities Services Technician 1st Shift

Edison State Community College invites qualified candidates to apply for the full-time position of Facilities Services Technician 1st shift. The Facilities Services Technician 1st shift is responsible for maintaining the College's buildings, grounds, infrastructure, and facilities in a safe, functional, attractive, and efficient condition for students, employees, and visitors. This position primarily performs building maintenance, grounds maintenance, preventive maintenance, event support, and minor repairs related to plumbing, electrical, HVAC, carpentry, and mechanical systems.

Under general supervision, the technician conducts routine inspections, completes preventive maintenance activities, and repairs facilities and equipment; maintains campus grounds; assists with snow and ice removal; and supports campus events through facility setup and teardown. Although the primary focus of this position is facilities and grounds maintenance, the technician may also perform custodial duties as needed to support departmental operations, staffing needs, special events, emergencies, and campus cleanliness standards.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Building Maintenance

- Perform routine inspections of campus buildings, systems, equipment, and infrastructure.
- Complete preventive maintenance activities to extend the life and reliability of building systems and equipment.
- Perform minor repairs involving plumbing, electrical, HVAC, carpentry, painting, and mechanical systems.
- Troubleshoot facility issues and take appropriate corrective action.
- Replace and repair lighting components, switches, outlets, faucets, fixtures, door hardware, locks, and other building components.
- Assist with HVAC maintenance, including filter changes, equipment inspections, and minor repairs.
- Repair and maintain doors, windows, furnishings, cabinetry, flooring, walls, ceilings, and related building structures.
- Identify and report major repairs or capital improvement needs to the supervisor.
- Maintain accurate work orders and maintenance records.

Grounds Maintenance

- Maintain campus grounds through mowing, trimming, edging, pruning, mulching, and weed control activities.
- Operate and maintain grounds equipment, including mowers, trimmers, blowers, utility vehicles, and related tools.

- Remove trash, debris, and litter from outdoor areas.
- Maintain sidewalks, entrances, parking areas, landscape beds, and outdoor common spaces.
- Perform snow and ice removal operations and apply de-icing materials as necessary.
- Assist with seasonal landscaping and campus beautification projects.
- Support grounds-related maintenance projects and repairs.

Facility and Event Support

- Set up and tear down tables, chairs, staging, equipment, and furnishings for meetings, classes, conferences, and special events.
- Move and relocate furniture, equipment, and supplies as necessary.
- Ensure event spaces are safe, functional, and prepared according to requested specifications.
- Assist departments with facility-related support requests.

Custodial Support (As Needed)

- Perform custodial duties when necessary to support operational needs, staffing shortages, special events, or emergencies.
- Clean and sanitize classrooms, offices, restrooms, public spaces, and common areas.
- Vacuum, sweep, mop, and maintain floor surfaces.
- Empty trash and recycling containers and replace liners.

- Replenish restroom supplies and consumables.
- Respond to emergency cleanups, spills, and sanitation concerns.
- Assist with carpet cleaning, floor maintenance, and other custodial projects as assigned.

Safety and Compliance

- Identify, report, and correct safety hazards and facility deficiencies.
- Follow all College safety policies, procedures, and regulations.
- Attend required safety training sessions and departmental meetings.
- Safely operate tools, equipment, vehicles, and machinery.
- Use required personal protective equipment (PPE) and maintain a safe work environment.
- Comply with applicable environmental, safety, and operational standards.

Inventory and Equipment Management

- Maintain inventories of maintenance supplies, tools, materials, and equipment.
- Requisition supplies and materials as needed.
- Maintain maintenance shops, storage rooms, and work areas in a clean, safe, and organized condition.
- Inspect, clean, lubricate, and maintain tools and equipment used in daily operations.

Other Duties

- Respond to maintenance emergencies and urgent work requests.
- Assist with campus improvement projects and departmental initiatives.
- Work both indoors and outdoors in varying weather conditions.
- Support flexible scheduling needs related to campus events, weather emergencies, and operational requirements.
- Perform other related duties as assigned.

Required Knowledge, Skills, Personal Qualifications & Abilities:

- Knowledge of general building maintenance principles and practices.
- Basic knowledge of plumbing, electrical, HVAC, carpentry, and mechanical systems.
- Ability to troubleshoot and perform minor repairs safely and effectively.
- Ability to read and follow work orders, operating manuals, safety procedures, and written instructions.
- Ability to operate maintenance and grounds equipment safely and efficiently.
- Ability to communicate effectively, both verbally and in writing, including through the use of two-way radios.

- Ability to work independently with minimal supervision.
- Ability to organize, prioritize, and complete work assignments in a timely manner.
- Ability to establish and maintain effective working relationships with students, faculty, staff, contractors, and visitors.
- Ability to perform physical duties, including lifting up to 50 pounds unassisted; bending, kneeling, and climbing ladders; standing and walking for extended periods; and working in confined spaces or at heights.
- Ability to operate College vehicles when required.

Required Educational Background:

- High School Diploma or GED required.

Required Experience:

- Minimum of six (6) months of experience in facilities maintenance, building maintenance, grounds maintenance, construction trades, custodial services, or a related field.
- Experience performing minor plumbing, electrical, HVAC, carpentry, or mechanical repairs preferred.
- Experience operating grounds maintenance equipment preferred.

Additional Requirements:

- Must possess and maintain a valid Ohio Driver's License.
- Must be able to pass a pre-employment drug screening.

- May be subject to annual or random drug screenings, driver training, and motor vehicle record (MVR) reviews.
- Basic computer skills and experience using computerized maintenance management systems (CMMS) are preferred.
- Must be available to work occasional evenings, weekends, holidays, and emergency call-ins as required to support campus operations.

Physical and Working Conditions:

This position requires frequent standing, walking, bending, kneeling, climbing, lifting, carrying, pushing, and pulling. Work is performed both indoors and outdoors and may involve exposure to varying weather conditions, dust, noise, chemicals, mechanical hazards, and other environmental factors commonly associated with facilities maintenance and grounds operations. The Facilities Services Technician plays an important role in maintaining a safe, attractive, and functional campus environment by focusing on facilities maintenance and grounds care while supporting custodial and event operations as needed.

Schedule:

1st shift: Monday through Friday, 7:00a.m. to 3:30p.m.

Supervises Following Staff:

None.