



Position Description
Facilities Tradesperson
(General Maintenance, Carpentry, Hardware, and Locks)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Facilities Tradesperson

POSITION'S OPERATING GROUP: Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide comprehensive and responsive, financial and operational support to all facets of the institution in a constructive and progressive manner that promotes attainment of the university's mission and goals.

POSITION'S DEPARTMENT: Plant Operations

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, faculty, staff, alumni, potential students and parents, donors and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

POSITION'S DIRECT SUPERVISOR: Director of Plant Operations

POSITION'S EMPLOYMENT STATUS: Full-time staff, non-exempt, At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: salary to be determined at hiring based on the person's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: This position is responsible for general maintenance of the university and carpentry work. Additional tasks include hardware and lock changing and upkeep.

POSITION WORKS WITH: Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole, as well as the Salina community.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Indoor temperature-controlled environment as well as outside environment. Physical activities consist of standing, walking, listening, speaking, keyboarding, reading plans and blueprints, and other similar physical motions and activities which are a usual part of the job. Some lifting may be required.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: May work with toxic chemicals and occasionally works at heights above 6 feet using ladders and scaffolding. May work with power equipment and vehicles.

POSITION'S EQUIPMENT: Vehicles, loaders, mowers, mechanical tools, etc.

POSITION'S WORK SCHEDULE: This position is expected to work a normal 8-5 workday, as well as work weekends and nights as university needs and priorities dictate.

POSITION'S TRAVEL REQUIREMENTS: Minimal. Usually related to trips within the city limits for meetings, materials pick up, and other similar activities. Some out-of-town travel is required, usually in connection with gathering project information and insight, as well as professional development.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES (90%): Responsible for building, installing, and repairing structure, fixture, furniture, and other items using different types of material including wood and steel.

1. Prepare the layout of the project.
2. Estimate height, width, length, and other proportions.
3. Select materials.
4. Work with blueprints or instructions from supervisors.
5. Work with materials such as wood, plastic, fiberglass, or drywall.
6. Utilize chisels, planes, saws, drills, and sanders to repair and erect structure.
7. Join materials with nails, screws, staples, or adhesives.
8. Check work along the way to ensure it's up to code and specifications.
9. Install cabinets and moldings.
10. Build cabinets and bookcases.
11. Replace panes of glass, ceiling tiles and doors.
12. Repair or build furniture.
13. Install partitions, doors, and windows.
14. Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
15. Utilizes computerized maintenance system for data recording, communication, tracking work orders.

POSITION'S OTHER DUTIES (10%):

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUESTED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

POSITION QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- **MINIMUM REQUIRED:**
 - Minimum of high school diploma or GED required.
 - One year experience in the care and carpentry of similar facilities, or any combination of education, training, or experience which fulfills the requirements of the position and needs of KWU.
- **PREFERRED:** None

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: Valid Driver's License
- PREFERRED: None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- Demonstrable ability to understand and support the mission of the university, and to understand and serve the needs of our students.
- Demonstrable ability to learn job duties and skills quickly.
- Demonstrable ability to work collegially with diverse constituencies.
- Demonstrable ability to set goals, develop specific work plans, and effectively execute those plans within a specific time frame.
- Demonstrable ability to work within a fast-paced environment, and be able to organize, track, and follow through on multiple commitments and requirements at the same time.
- Possess communication skills which allow for professional and effective oral and written communications.
- Possess a high level of honesty and integrity.
- Possess a strong work ethic and commitment to doing things the right way the first time.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.