JOB POSTING: General Services Technician II – Essential Personnel
Posted: 8/1/2016

As a FMPC team member, provide the students, faculty and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, work and develop. This position will work an alternate shift – either Sunday through Thursday or Tuesday through Saturday. Weekend work will encompass every aspect of FMPC functions – mechanical and structural operations, general services, custodial, trash removal/recycling, event set-up, transportation, etc. The work will require a broad range of skilled, semi-skilled and unskilled abilities. The position will work in conjunction with an Operations Technician working the same shift. During the traditional work week, Monday through Friday, the position will work within the General Services staff. This position is full-time.

CLASSIFICATION: Support Staff
FLSA STATUS: Non-exempt
SUPERVISION RECEIVED: General Services Manager
SUPERVISION EXERCISED: As directed - grounds personnel, delivery and event personnel, student workers, temporary employees, contracted service providers and outside contractors.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
Monday through Friday

- Based on individual competencies and working primarily from a work order system with latitude for individual judgment within institutional guidelines, individually, supervise and assist others in the performance of duties necessary for the care, protection and preservation of the grounds and landscaping associated with the institution landscape, lawn, athletic fields, plant material, sidewalks, streets, roads and parking maintenance, outdoor furniture, snow removal and minor equipment repair and maintenance. Duties will also include trash removal, event set-up and set-down and delivery activities.
- Operate and provide minor repairs and preventative maintenance on all grounds and delivery vehicles, equipment and tools.
- Ability to lay out, mark and line athletic fields to varsity and intramural specifications and provide for athletic activities and events.
- Required to assist other divisions of the department as required – structural and mechanical trade functions, custodial, etc.

Saturday or Sunday

- Under minimal supervision, working from a work order system, direct verbal instruction from FMPC administration, Campus Safety and others within the college community, individually, in conjunction with the assigned Operations staff member, or working through a team effort with other FMPC staff members, provide all aspects of FMPC functions – mechanical and structural operations, general services, custodial, trash removal/recycling, event set-up, transportation, etc.

General

- Comply with all safety procedures and work guidelines encountered in the maintenance and operation of institutional buildings, equipment and campus landscape maintenance; communicating issues to managers or supervisors; actively participate in training activities, seminars and safety meetings and a willingness to learn new skills.

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• Position is considered “essential personnel” and is required to provide various duties and maintenance services during and outside normal working hours, during institution closures, and duties related to emergencies, scheduled and unscheduled events.

QUALIFICATIONS:
• High school diploma or GED, valid Pennsylvania driver’s license and pesticide applicators license are required.
  • A Pennsylvania CDL license with passenger endorsement is preferred but not mandatory.
  • Must pass a sexual harassment test and a criminal background check that includes Pennsylvania State Police Criminal History Record Information.
  • A minimum of 8 years recent experience in landscape maintenance is required; ability to perform manual task requiring above average physical strength;
  • Must be able to work from ladders, scaffolds, etc., in ditches, freight elevators or other confining spaces, shovel snow and operate snow removal equipment.
  • Must possess the ability to work under the direction of others or independently, follow oral and written instructions, and work with other staff members as part of a team to create and maintain a positive, productive, safe and efficient work environment.
  • Effectively work in a fast-paced, multi-building, service oriented environment and maintain relationships with diverse constituencies.
• A working knowledge of architectural, landscape, civil, event plans and specifications is required.
• As “essential personnel” will be required to report for work outside of normal working hours including during institutional closures, emergencies and scheduled and unscheduled events as instructed.

TO APPLY: All application materials MUST be combined into ONE (1) document formatted as a PDF file. Limit application materials to the cover letter, resume, and three (3) professional references. If your experience qualifies you for this challenging position, please send this document electronically to jobs@moravian.edu. Include ‘General Services Technician II’ in the email subject line.

Review of applications will begin immediately and will continue until filled. Incomplete applications will not be considered. (Application materials combined into one (1) Word file will be considered.) Questions about the position may be directed to (610) 861-1527. Moravian College is an equal opportunity employer valuing diversity and encouraging individuals from under-represented populations to apply. EOE