Applications are being accepted in Human Resources for a Maintenance Technician II position in the Facilities Services Department. Work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Responsibilities

Work assignments for this position may include any or all of the following plus other duties as assigned. Employees are expected to use equipment to manufacturer and University standards, operate tractors and hand tools safely and to comply with University and OSHA policies and regulations. New employees are required to complete safety training within 6 months of employment. Employees are expected to perform assigned duties with minimal supervision.

Operate heating and boiler systems, monitoring steam boilers on site for scheduled operations. Make needed repairs to all boilers, pumps and support equipment.

Work with and assist engineers, contractors and consultants who evaluate building systems operations for maintenance, expansion and repair by explaining University practices and/or providing information regarding University procedures.

Inspect buildings; plumbing, electrical and HVAC equipment and systems and report identified deficiencies.

Perform maintenance and repair work on buildings and mechanical systems as assigned from inspections or Computerized Maintenance Management System work orders. Work may include but is not limited to tasks such as the following: inspecting and testing air compressor, fire sprinkler piping systems, grease traps, sewer; pumps and other systems and equipment; repairing and/or replacing ceiling tiles, floor tile, coverbases, lamps, ballasts, doors, locks and other building materials; patching and painting interior walls and surfaces; clearing sewage blockages and drain lines; and troubleshooting systems and equipment.

Maintain and repair custodial equipment such as buffers, vacuums and other electrical equipment.

Mix and apply chemicals to swimming pool and/or whirlpools according to information provided by water analyzers.

Record completed repairs using Computerized Maintenance Management System or other University software.

Recommend work process improvements to Facilities supervisors and administrators.
Perform millwright work, welding fabrication or sheet metal work as needed.

Maintain a professional, safe and clean work area.

Provide service support for campus events.

Snow removal duties as assigned.

Required Qualifications: High school diploma or GED equivalent. Training in Building Maintenance. Stable/continuous work history. Two years of experience in Building Trades. Ability to operate HVAC and steam boiler systems. Ability to communicate effectively verbally and in writing. Ability to move and/or maneuver equipment and materials weighing as much as 50 pounds. Ability to work from a ladder or lift. Ability to respond to emergency service calls outside regularly scheduled work hours. Ability to work various shifts as assigned. Valid driver’s license with acceptable driving record under University standards.

Preferred Qualifications: Demonstrated expertise in at least two skill sets associated with Building Trades. Experience in HVAC and steam boiler operations. Experience with a Computerized Maintenance Management System.

Application Procedures

Submit a completed Washburn University Employment Application (available at www.washburn.edu/hr-forms) to getajob@washburn.edu or send to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications will begin immediately and continue until the position is filled. Entry rate is $12.33 per hour. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

Washburn University is an Equal Opportunity Employer. To enrich education through diversity, candidates from under-represented groups are encouraged to apply.