

Kingswood University
Sussex, New Brunswick

Position Title: Maintenance Facilitator

Classification: Full-Time, twelve months, starting May 1, 2024

Responsible To: Director of Plant Operations

Purpose: To ensure that the University operates efficiently and cost effectively by maintaining all facilities and grounds so that they are safe, functional, and aesthetically pleasing.

Goal: Provide excellent service to students, faculty, and staff of the university community, serving with a team that supports one another while learning and growing together.

Responsibilities:

- Respond promptly to maintenance requests from faculty, staff, and students by fixing the problem or requesting advice/assistance from the supervisor to authorize employment of a contractor.
- Coordinate/supervise the work of outside contractors and service personnel.
- Provide hands-on leadership to campus garbage and snow removal operations including plowing, sanding/salting, and shoveling.
- Supervise and work with groundskeeping personnel including mowing, lawn care, and landscaping.
- Provide plant operations service to ensure the success of special events.
- Receive University deliveries and distribute goods as required to various campus locations.
- Work after-hours service for plant operations emergencies, special events, and snow removal.
- Maintain a healthy level of ownership and pride in the presentation of the campus and its services.
- Communicate recommendations for campus improvements to the VP for Campus Life.
- Help with a systematic schedule of maintenance.
- Adhere to and provide input for the development of the health and safety standards of the University.
- Maintain documentation on plant operations procedures, equipment, and projects and provide information to the supervisor as requested.
- Recruit and supervise student workers and volunteers to carry out plant operations projects and duties.
- View this position as a ministry, including mentoring students in their Christian walk as opportunities arise in the fulfillment of your responsibilities.
- Participate in University events, including regular chapel attendance.
- Perform other duties as assigned by the Director of Plant Operations to accomplish the University mission.

Qualifications:

- Skills in general maintenance and groundskeeping.
- Mechanical assessment skills, insight, and good judgment.
- Familiarity with basic tools and equipment relative to the position.
- Self-motivated and energetic with an aptitude and ability for strenuous work.
- Good interpersonal communication skills including listening, relating, and problem solving.
- Positive personal characteristics of attitude, flexibility, initiative, persistence, professional personal presentation, and a team spirit.
- Plant operations experience in the institutional environment and knowledge in one or more areas of construction, electrical, or plumbing would be an asset.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons, including maintaining a non-intimidating harassment-free work environment.
- Integrity and moral excellence, living above reproach.
- Code of personal conduct consistent with membership commitments for leaders of the Wesleyan Church.
- Commitment to enthusiastically assist in the fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritizing students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned and operated by The Wesleyan Church. Our mission is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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