

Kingswood University

Sussex, New Brunswick

POSITION AVAILABLE

Position Title: Maintenance Facilitator

Classification: 40 hours per week/Full-Time

Responsible To: Vice President for Campus Life

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

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.
- Communicate recommendations for campus improvements to the VP for Campus Life.
- Lead in the development and execution of a systematic schedule of maintenance.
- Work with the JHSC maintaining and further developing 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.
- Maintain a healthy level of ownership and pride in the presentation of the campus and its services.
- 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.
- Other duties as assigned by the VP for Campus Life 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, with full-hearted devotion to Christ and the Church.
- Genuine and evident love for other persons demonstrated by a consistent spirit of kindness, compassion and respect for all other persons, including maintaining a non-intimidating, harassment-free work environment.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.

General University Information: Kingswood University is owned by The Wesleyan Church. The mission of Kingswood 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 a cover letter of interest and resume in pdf format to:

Kirk Sabine
VP for Campus Life
Kingswood University
26 Western Street
PO Box 5125
Sussex, NB E4E 5L2

Email: sabinek@kingswood.edu
Phone: (506) 432-4408