



**Position:** Maintenance Technician  
**Department:** Facilities

The University of Pikeville (UPIKE) is seeking a Maintenance Technician to help with maintenance and minor repairs including but not limited to carpentry, plumbing, electrical, painting and grounds on campus.

**Responsibilities:**

1. Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices as required.
2. Perform minor repairs and/or replacement of electrical fixtures, devices, and appliances as required.
3. Perform minor carpentry work as required to repair windows, doors, hardware, screens and furniture.
4. Observe and report, through the work order system, any and all defects, deterioration, and wear and tear on the facilities.
5. Assist in coordinating major repairs within scheduled periods.
6. Communication, as directed, with key administrative and staff personnel on special events and functions scheduled for campus that may require special arrangements and other duties that may be required.
7. Inspect all campus property on a routine basis and assure that deficiencies are corrected.
8. Assist as required and cooperate with all trades people and custodians in the performance of day to day duties and responsibilities, including shipping and receiving.
9. Assist as required and/or directed with snow plowing, snow and ice removal, and lawn and shrubbery care around campus with the ability to drive vehicles.
10. Other duties as assigned.

**Relationships:**

This position requires continuous communication with co-workers, the supervisor, students, employees, student workers, various campus departments, contractors, and the public in order to direct and assist in the maintenance of the campus of the University of Pikeville. These relationships are maintained through phone, e-mail, and person-to-person contact.

**Education/Skill Requirements:**

- High school diploma or GED, trade or technical school diploma or degree is preferred.
- Three years' experience in the care and maintenance of similar facilities.
- Any combination of education, training or experience which fulfills the requirements of the position and needs of the University of Pikeville.
- Ability to plan, organize, control, and direct all aspects of required corrective and preventative maintenance for all campus property.
- Ability to work within the overall organization of Facilities Management and work with skilled and unskilled personnel and administrators.
- Must possess good oral and written communication skills and be able to follow oral and written instructions. Ability to express ideas effectively and concisely.
- Must be willing to seek training to enhance or learn new skills.

- Must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.
- Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, and electrical systems, fixtures, devices, and applications.
- Must possess the technical knowledge and skill to perform minor carpentry work and repairs.
- Must possess and maintain a valid Kentucky Driver's License.

### **Work Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Varying temperatures
- Odors/smoke
- Toxic agents
- Noise vibrations
- Electrical currents
- Wetness
- Humidity
- Dust
- Machinery
- Light Intensity

Physical demands included here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Reaching/handling
- Stooping/kneeling
- Crouching/crawling
- Pushing/pulling
- Lifting/carrying up to 70 lbs
- Climbing/balancing

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

**Important Notes:** Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting [www.upike.edu/offices/human-resources/careers/](http://www.upike.edu/offices/human-resources/careers/). In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.