

Maintenance Technician

POSITION:	Maintenance Technician
SUPERVISOR:	Director of Physical Plant
DEPARTMENT:	Facilities Department
LOCATION:	Tiffin University, on-campus in Tiffin, OH
JOB TYPE:	Full-time & 1 st Shift
SOC CODE:	37-1000

General Job Description for the Maintenance Technician:

The Maintenance Technician is responsible for performing limited daily maintenance operations, activities, and repairs of various systems and equipment within the Tiffin University Campus. This includes performing routine maintenance, troubleshooting issues, and ensuring systems are operating effectively and efficiently. During the academic year, this position would be responsible for the setup/teardown of events on campus. Additionally, this position would assume limited housekeeping duties, including using the automatic sweeper in various locations. Develop effective work processes and solve operational problems.

The Maintenance Technician is responsible for installing, maintaining, troubleshooting, and repairing heating, ventilation, air conditioning, and refrigeration systems across campus facilities. This position plays a critical role in ensuring a safe, comfortable, and energy-efficient environment for students, faculty, staff, and visitors. The Maintenance Technician supports both routine preventive maintenance and emergency response efforts while adhering to institutional standards, safety regulations, and applicable codes.

The Maintenance Technician collaborates with other skilled trades and campus partners to maintain optimal building performance in academic, residential, and administrative spaces. The role requires a strong commitment to customer service, sustainability initiatives, and the mission of Tiffin University.

This is a full-time, 1st shift position (7:30 am – 4:00 pm) that would include some overtime for on-call duties on weekends. This would be every 6-7 weeks.

Key Responsibilities for the Maintenance Technician:

- Installing, maintaining, and repairing various HVAC systems, as well as performing preventive maintenance and emergency repairs.
- Perform preventive maintenance, inspections, and repairs on HVAC and refrigeration systems, including boilers, chillers, air handlers, and control systems.
- Ensure compliance with appliance, OSHA, EPA, and institutional safety standards and procedures.
- Surveys the assigned work area to determine maintenance or construction needs.
- Inspects work in progress for compliance with plans that are in place.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Promotes continuous improvement of workplace safety and environmental practices.
- Diagnose mechanical and electrical issues and implement effective solutions in a timely manner.

- Respond to service requests and emergency calls to minimize downtime and disruption to campus operations, and coordinate activities with other responders.
- Monitor and adjust building automation systems to ensure efficient system performance.
- Maintain accurate records of work performed, equipment status, and maintenance schedules.
- Assist with system upgrades, renovations, and new installations as needed.
- Support campus sustainability and energy conservation initiatives.
- Directs the work of staff and utilization of resources to ensure effective repairs and ensure the safety of the community.
- Communicate an effective interaction with coworkers, managers, subordinates, and the general public sufficient to exchange or convey information and to give and receive work direction.
- Performs other job-related duties as assigned.

Qualifications for the Maintenance Technician:

Education

- A high school diploma or GED with knowledge of carpentry, plumbing, and electrical repair is *preferred*.
- Refrigerant Transition and Recovery Program Universal Certification is *preferred*.
 - *Tiffin University is willing to pay for certification for the right candidate.*

Experience

- 1+ year of experience as a Maintenance and/or HVAC Technician.
- Experience with Heating, Ventilation, and Air Conditioning (HVAC) system installation, maintenance, and repair.

Work Environment

- This position operates in a variety of settings, including classrooms, residence halls, laboratories, and mechanical spaces. The role may require working in confined spaces, at heights, or in varying weather conditions, and may involve occasional evening, weekend, or on-call responsibilities.
- Must possess strength, stamina, and mobility to perform heavy physical work indoors and out with exposure to various hand and power tools, drive a motor vehicle, and/or operate various types of equipment.
- Physically able to lift, bend, stoop, climb, and reach.
- Ability to use tools and operating equipment for the job intended.
- Ability to withstand exposure to vibrations and noise from machinery and to use appropriate safety equipment to minimize exposure.

Other:

- Valid driver's license and be insurable for vehicle operation.
- Knowledge of air conditioning, refrigeration, and heating.
- Ability to understand complex written and oral instructions.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to perform complex tasks and to prioritize multiple projects.
- Ability to foster a cooperative work environment.
- Ability to make administrative/procedural decisions and judgments.



- Skilled in organizing resources and establishing priorities.
- Ability to order job materials and cost materials for jobs.

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Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

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