



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 & 1st Shift

GENERAL JOB DESCRIPTION

Under the direction of the Director of Physical Plant, the Maintenance Technician is responsible for performing limited daily maintenance operations and activities in assigned areas. 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. This position works on projects efficiently and effectively with the Maintenance Supervisor.

This is a full-time, 1st shift position that would include some overtime for on-call duties on weekends. This would be every 6-7 weeks.

MAJOR DUTIES AND RESPONSIBILITIES

- 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.
- Responds to emergencies as requested.
- Coordinates activities with other responders.
- Directs the work of staff and utilization of resources to ensure effective repairs and ensure the safety of the community.
- Communicate and have 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/SKILLS/ABILITIES FOR THE JOB

- High school diploma or GED with extensive knowledge in carpentry, plumbing, and electrical repairs.
- Valid driver's license and be insurable for vehicle operation.
- 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.
- 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.

TIFFIN UNIVERSITY SPONSORED BENEFITS

Tiffin University offers excellent benefits. All full-time employees of Tiffin University are eligible for our full-time benefits package, which includes medical, dental, and vision insurance, Health Savings Account with employer incentive contribution, Employer Paid and Supplemental Life Insurance, Short-Term and Long-Term Disability, 403b Retirement with Employer Match, Time Off (annual and sick leave), Observed Holidays, Tuition Assistance and Reimbursement, and Employee Assistance Program.

KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with the University's mission and values
<i>Respect:</i>	Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Reviewed by HR on 08/2025



Entrepreneurship: Influences and inspires

EMBRACING OUR GUIDING PRINCIPLES

VISION STATEMENT – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

MISSION STATEMENT – The mission of Tiffin University is to *Educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



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