



Columbus College of Art & Design

### **Maintenance Technician I**

CCAD's Facilities department is looking for a responsible and driven professional to join our team. We offer competitive wages, a full benefit package, and much more. The Facilities staff is a highly collaborative and cohesive team, providing a range of high-quality services for our faculty, staff, students and guests. Our staff members play an essential role for everyone within our CCAD community. We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable service and solutions that contribute to our success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce. If you have experience and want to take the next step in your career, you could be a great fit for this role.

#### **SUMMARY**

This position is designated as essential staff. The Facilities Team presence at work is required regardless of the degree to which the College is operational, while open or closed, essential staff are required to report for work at any time their function is necessary to maintain or protect the physical well-being of the campus community. The Facilities Maintenance Technician I will work as part of a team to upkeep the physical maintenance of CCAD buildings and grounds by performing preventative maintenance tasks, and technical repairs to building and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes but are not limited to the following:

- Inspect buildings, electrical systems, grounds, and equipment to ensure safe, well-maintained conditions, identify hazards, defects, and the need for adjustment or repair.
- Perform minor troubleshooting and repairs; replace light bulbs, ballasts and fuses. Consult senior techs as needed.
- Assist with preventive maintenance and troubleshooting on HVAC systems, changing filters, etc.
- Complete maintenance work orders as assigned and in a timely manner.
- Identify and perform basic service and repair on plumbing fixtures; open clogged lines and drains. Consult senior techs as needed.
- Identify and assist with carpentry and repair work.
- Operate a variety of machinery, equipment and tools including saws, routers, drills, and various hand tools.
- Assist with snow and ice removal.
- Assist with moving loading, unloading and storing supplies, furniture and equipment.
- Wear proper protective equipment while performing job duties (i.e., goggles, hard hat, back brace, gloves).
- Install or replace electrical plugs, switches, outlets, etc., under the guide of senior techs.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- Assist in setting up for special events.
- Perform other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of proper safety techniques and procedures while using chemicals, power tools, hand tools and equipment.

- Knowledge of proper lifting techniques and the ability to operate heavy equipment. (i.e., forklift)
- Ability to use required tools and equipment skillfully and safely.
- Ability to learn and apply proper maintenance procedures and use of equipment and supplies.
- Ability to receive and apply instruction from senior techs.
- Thorough working knowledge of facility equipment, their usage, and safety procedures.
- Flexible schedule, including a rotating on-call schedule for weekly overnight and weekend coverage; overtime as needed for special projects and events. Assigned shift times are subject to change based on campus needs.
- Thorough knowledge of snow and ice removal.
- Strong knowledge of skilled trades, such as HVAC, electrical, plumbing and carpentry.

#### **EDUCATION and/or EXPERIENCE**

- High school diploma or equivalent required.
- 1 – 3 years of related experience and/or training.
- Preferred: certificate of completion from a technical school or a relevant Associate's degree (or equivalent) from a two-year College.

#### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to complete checklists, work orders, etc.
- Ability to verbally convey ideas, problems and technical information to others.

#### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

#### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current driver's license.

#### **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to stand, talk or hear, and smell.
- The employee frequently is required to handle, feel, and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance from others.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration.

The noise level in the work environment is usually moderate.

**COMPENSATION:** This position is full-time, non-exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

**HOW TO APPLY:** Visit [www.ccad.applicantpro.com/jobs/](http://www.ccad.applicantpro.com/jobs/) to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

### CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [humanresources@ccad.edu](mailto:humanresources@ccad.edu).

**\*CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification.**

### About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at [ccad.edu](http://ccad.edu).

### About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and

professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

**EEO Statement:**

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.