

## **BELHAVEN UNIVERSITY**

### **General Maintenance and Grounds-Full-Time Monday - Friday**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

Performs routine and extensive preventative maintenance and repair procedures on campus buildings, mechanical equipment and utility systems. Personnel may be required to respond to campus emergencies both during and off shift.

### **Responsibilities**

- Performs minor and major repair of all buildings and equipment
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts
- Cleans and inspects boiler; treats water with proper chemicals
- Calibrates and repairs pneumatic systems
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds
- Will do any routine maintenance on all buildings on campus
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures
- May operate a computer which controls and monitors mechanical equipment and utility systems
- Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment
- May repair electrical locks and control panels to maintain building security
- Responds to emergency maintenance requests as required
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures
- Maintains records of scheduled maintenance procedures
- May obtain estimates for supplies, repair parts; orders parts as needed

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

## **Qualifications**

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- High school diploma, degree or University hour's desirable but not required
- Possess the knowledge, skills and abilities to perform the specific duties of the position
- Willingness to work weekend hours as needed
- Must be physically able to lift and carry up to 50 pounds, have the ability to walk throughout the campus and to climb stairs, ladders, lifts, scaffolding, bucket truck, and staging at various heights throughout the duration of the shift
- Operating Belhaven University licensed vehicles is an essential job function for all maintenance personnel. As a condition of employment at the time of hire, and while employed, personnel must possess and maintain a valid driver's license and be approved by the insurance carrier of the University to operate Belhaven University licensed vehicles

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link  
<https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

**Send, or email complete application packet to:**

Ricky White  
Director of Maintenance, Grounds  
Belhaven University  
Email: [rwhite@belhaven.edu](mailto:rwhite@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.