



POSITION ANNOUNCEMENT

GENERAL MAINTENANCE, PAINTER

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: General Maintenance, Painter

CLASSIFICATION: Full-Time, Exempt Staff with full benefits including dependent tuition waivers

POSTING DATE: June 14, 2019

EMPLOYMENT BEGINS: Immediately

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, university) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission statement and core values of the university and must support the university's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid through direct deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Job Summary – Performs general maintenance, repairs, construction, or installation of various types of equipment, wall finishes, prepping and painting various types of materials.

Minimum Qualifications – One-year certificate from college or technical school, or three to six months of directly related experience, or an equivalent combination of education and experience is required. The employee must be able to use commonly used Internet browsers and Microsoft Office software and must maintain a valid Texas driver's license.

Application Procedure - To be considered for this position, applicants must submit each of the following documents:

1. a letter of application addressing in detail how they meet the position requirements,
2. unofficial transcripts,
3. the names and contact information for three professional references, and
4. an Employment Application (available at: www.hputx.edu/jobs) to:

Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

Application Deadline – Applications will be accepted until the position is filled.



Job Description

Job Title: General Maintenance, Painter
Department: Facilities Maintenance
Reports To: Joseph McKenzie, Mechanical, Electrical, Plumbing (MEP) Supervisor
FLSA Status: Non-Exempt, Full-time Staff
Prepared By: Roger Dewell, Director of Facilities
Prepared Date: June 5, 2019
Approved By: Mr. Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: June 14, 2019

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As a condition of employment, employees are paid deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

Job Summary - Performs general maintenance, repairs, construction, or installation of various types of equipment, wall finishes, prepping and painting various types of materials.

Essential Duties and Responsibilities include the following. The MEP Supervisor or Director of Facilities may assign other duties.

1. Performs general maintenance, repairs, construction, or installation of various types of equipment, wall finishes, prepping and painting various types of materials.
2. Prepares and paints surfaces as directed, both inside and outside of buildings.
3. Good working knowledge of paints and sheens (oil based, latex, eggshell, glossy, satin, etc.) and what surfaces to which they should be applied.
4. Studies building plans for information pertaining to type of materials required, and dimensions of structures or fixtures to be painted.
5. Prepares layout.
6. Good working knowledge of painting materials and tools.
7. Working knowledge of drywall, mud & texturing preferred but not mandatory.
8. Some carpentry skills and knowledge of carpentry skills preferred but not mandatory.
9. Erects scaffolding and ladders for assembling and painting structures above ground level.
10. Works as a member of a crew performing a varied assortment of jobs relating to maintaining university equipment (plumbing fixtures, changing light bulbs, doors and door related hardware, performing preventative maintenance on equipment, mild carpentry work, cleaning of mechanical rooms, etc.)
11. Practice good safety and housekeeping skills.
12. Maintain all power and hand tools for both the mechanical and safety considerations.
13. Will be expected to;
 - a. Operate equipment effectively while following safety instructions
 - b. Properly operate university vehicles including fork truck
 - c. Use equipment for its intended purpose
14. Sets up event related equipment.
15. Must be willing and able to be part of an on-call rotation.

Supervisory Responsibilities - This job has no supervisory responsibilities.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies.

1. Design - Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.
2. Problem Solving - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving in a group, uses reason even when dealing with emotional topics.
3. Technical Skills - Assesses own strengths and weaknesses, pursues training and development opportunities, strives to build knowledge and skills continuously, shares expertise with others.
4. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, Meets commitments.
5. Interpersonal Skills - Focuses on solving conflict without blaming others, maintains confidentiality, listens without interrupting others, keeps their emotions under control, remains open to others' ideas and tries new things.
6. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.

7. Teamwork - Balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed.
8. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
9. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.
10. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.
11. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through outside activities, supports affirmative action and respects diversity.
12. Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
13. Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.
14. Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies effective feedback to improve performance, and monitors their own work to ensure quality.
15. Quantity - Meets productivity standards, completes work in timely manner, strives to increase productivity, and works quickly.
16. Safety and Security - Observes University safety and security policies and procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.
17. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
18. Dependability - Follows instructions, responds effectively to supervisor's direction. Takes responsibility for their own actions and keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience** - One-year certificate from college or technical school, or three to six months of directly related experience, or an equivalent combination of education and experience is required.
2. **Language Skills** - Intermediate Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of the University and the public.

3. **Math Skills** - Ability to calculate figures such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
4. **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.
5. **Computer Skills** - To perform this job successfully, an individual should have working knowledge of Microsoft Office's Word, Excel and Outlook software, Internet safety training programs.
6. **Licenses** - The employee must be approved to drive any vehicle, including personal vehicles, prior to being employed and must maintain a current Texas driver's license and a driving record clear of multiple moving violations to remain in this job.
7. **Other Skills and Abilities** - Must have knowledge on the use of carpenter tools and other power tools. Must be available occasionally to respond to call outs, if needed.
8. **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and /or move lumber and equipment up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

9. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The employee must also be able to work around airborne particles and fumes and caustic or toxic chemicals used to clean and maintain the buildings and grounds of the University. The employee must be able to work in extreme heat or cold and with the risk of electrical shock and vibration from power tools. The noise level in the work environment is usually loud.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date