GORDON COLLEGE  
Position Description

Title: Electrical/Mechanical Technician Apprentice

Function: Under the direction of the Electrical/Mechanical Manager, functions as an apprentice/helper/technician to the tradesmen in the Mechanical/Electrical department.

Description of Duties and Tasks:

Essential Responsibilities:

1. Good working knowledge of Electrical, Mechanical Operations.

2. Willingness and ability to support and back up technicians for all trades related to Electrical Mechanical Operations; to include, plumbing, HVAC, electrical, fire-safety.

3. Willingness and ability to pursue a license in one of the related trades.

Required Knowledge, Skills and Abilities:
In order to perform fully the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Must be able to work with minimal supervision and demonstrate an ability to manage multiple priorities while working effectively with others.

3. Must have a working knowledge of HVAC, plumbing and electrical systems.

4. Must be able to supervise and direct student helpers.

5. Must be able to manage contractor relationships, contracts and services.

6. Needs good interpersonal skills in relating to colleagues and fielding technical questions.

7. Needs to maintain a current knowledge of Physical Plant software and hardware systems.
8. Must be able to stay current with the latest technologies and methods.

9. A strong technical background and education is necessary to succeed in this position.

10. Ability to use power tools climb ladders and carry medium loads.

11. A current driver’s license is required.

Position Code: PLT-EMTEC-2
Grade: 2
FLSA Status: Non-exempt