



# FLETCHER ACADEMY

A Ministry of FAI

## Overview of Role

<b><u>Position:</u></b>	<b>Technician (Part-Time)</b>	<b><u>Department:</u></b>	<b>Plant Services</b>
<b><u>Class:</u></b>	<b>Part-Time Regular (~28 hrs. / wk.)</b>	<b><u>Wage:</u></b>	<b>DOE</b>
<b><u>Status:</u></b>	<b>Hourly Non-Exempt</b>	<b><u>Reports to:</u></b>	<b>Director of Plant Svcs.</b>
<b><u>Notes:</u></b>		<b><u>Revised:</u></b>	<b>05/05/2021</b>

### **Our Mission:**

**We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.**

### **Our Vision:**

**To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.**

#### **Why:**

- A critical part of our vision is to “be the leading sustainable Adventist educational model,” and this requires that our campus is maintained to a high standard of operational function and aesthetic quality. Simply put, everything must work well and look good. This requires the labor of a team of skilled technicians with a multi-disciplinary knowledge-base in various construction and maintenance trades, as well as a body of general knowledge of basic carpentry, electrical, plumbing, painting/trim, HVAC, construction, and maintaining buildings, equipment, vehicles, and more. The Plant Services department and its technicians are responsible for the physical wellness of the campus and its buildings, equipment, and infrastructure. In addition to the team of full-time technicians, part-time technicians are needed to supplement the workforce and share responsibility for work orders in their given area of expertise, as well as in general labor support for the department. This allows the Plant Services department, and thus the campus, to operate at its best as we carry out our mission and pursue our vision.

### **How:**

- **This role serves** as the hands and feet of the department, performing a first-line role in maintaining property, plant, and equipment.
- **Works** with their hands and various tools of the trade to build/create, repair/restore and maintain/care for things in the world around us, a 600+ acre campus comprising ~500,000 sq. ft. of residential and commercial properties, two schools, an independent living retirement community, and a full fitness & aquatics center.
- **Mentors** students by modeling positive work ethic, teamwork, and appreciation for manual labor, especially in trade skills, i.e. construction, maintenance, facilities, plant engineering, etc.
- **Engages** others by identifying opportunities for both existing and new volunteers to serve, connect with others, and be recognized and appreciated, thereby further energizing support of the mission of Fletcher Academy.
- **Utilizes** equipment, materials, tools, labor, knowledge, ingenuity, and creativity to efficiently and effectively perform tasks required to “do it right the first time,” completing work in a timely manner and resolving service orders.
- **Cares** for the personal work, learning, and living spaces of others as work is performed, showing the level of courtesy, respect, and professionalism that defines the successful service organization and the Christian values that are shared by the department as it carries out its mission to be the stewards of the physical assets of the campus.
- **Shows** genuine concern for the needs and desires of others in addressing their concerns.
- **Proactively seeks** new revenue sources and ways to minimize expenses without sacrificing the quality of work performed, with a guiding hunger and thirst for “*doing the right thing at the right time for the right reason.*”
- **Integrates** as a fully-functioning member of Fletcher Academy Plant Services’ team, to include serving in an emergency on-call rotation as needed.
- **Communicates** routinely with their leader(s) regarding issues affecting areas of responsibility, and shares ideas for improvements for further consideration.
- **Assists** with other projects and tasks as assigned.

### **What (Qualifications):**

- Previous professional and/or other extensive experience in maintenance, construction, or a trade such as carpentry, plumbing, electrical, HVAC, roofing, welding/fabricating, painting, trim carpentry, cabinetmaking, tiling/carpeting/flooring, facilities maintenance, etc.
- Proven track record of positive work output and relationship with others.
- Effectively communicates both verbally and written (required to be fluent in English; bi-lingual is a plus, but not required).
- Lifting requirements < 75 lbs.
- May sit, stand, walk, or perform manual physical labor of varying intensity for extended periods.
- May require stooping, bending, standing, crouching, and a moderate - high level of physical dexterity with moderate - high level of physical exertion

- The person should be a living example of the manifested benefits of living our values, i.e. practically demonstrate the health message of the Seventh-day Adventist Church in body, mind, and spirit.
- May work a flexible schedule, including some evenings, weekends, etc.
- Must have a sincerely expressed desire to serve Christ, and a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

**Who:**

- Reports to the Director of Plant Services. May supervise student employees, Career Education students, and/or volunteers.

**Expectations:**

- The mission drives everything we do; students are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members, including Leaders.