



Position Description

Job Title: Facilities Technician	
Department: Operations	Date: November 2025
FLSA: Non-Exempt	Work Location: Carolinas Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am-5:00pm (schedule could vary)
Reports to: Director for Facilities	Percent Employment: 100%
Direct Reports: n/a	

- I. **Job Summary:** Assists in a wide range of duties with specific responsibility for building maintenance, and security. Enforces all building policies to assure the quality, continuity, and efficiency of college operation with an emphasis on customer service and effectiveness. Assist with room setup as needed. Use of ServiceDesk ticket system to schedule day. Monitors the building before closing hours. Responsible for making sure the building is empty of students before closing, looks for safety violations, activates and deactivates alarms at appropriate times, checks the floors for locked doors and turns off lights.

II. **Job Duties:**

1. Maintenance: Perform repairs on school buildings and grounds, as well as routine preventive maintenance and equipment inspections, occasional painting of offices.
2. Facilities: Enforce building policies, including student building access, food, drink and smoking policy and parking. Perform routine building, grounds, and systems inspections.
3. HVAC: Assist with minor repairs, preventative maintenance and help with filter changes. Must be comfortable with HVAC computer systems.
4. Security: Assist faculty, staff and students with any concerns of security. Monitor building to insure all persons are authorized to have building access (especially after hours).
5. Maintain badges and parking passes: Use of ServiceDesk ticket system and badge access system to monitor or fix any access needs for faculty/staff/students or contractors.
6. Janitorial: Stock restrooms when cleaning contractor is not available. Clean up accidental spills and help with cleanup during events.
7. Maintain supplies in canteen (forks, knives, spoons, and other disposable items) daily.
8. Accreditation Support: Provide support to Operations' efforts to maintain documentation and standards necessary for continuing COCA accreditation.
9. Package delivery: Deliver packages received to other buildings on VCOM campus from UPS/FedEx etc.
10. On Call: Technician may have to serve on an "on call" duty for issues that may arise in the event the Facilities Director is out of the office.
11. Other Duties as Assigned: Perform other duties as assigned, including, but not limited to, assistance with special VCOM event setups and occasional compensational weekend or after normal working hours.

III. **Required Qualifications:** Education: N/A

- Education: High School Diploma (minimum)
- Licensure or certification: N/A
- Experience:
 - Experience working in a public service capacity.
 - Ability to walk and monitor a multi-story facility.
 - Ability to prioritize and organize work tasks, with attention to detail, ability to work without supervision, and independently make decisions.
 - Experience performing minor repairs on various types of electrical and mechanical systems.
 - Ability to read blueprints.
 - Ability to closely follow procedures and enforce all building policies.
 - Ability to work as part of a team to ensure the highest quality of customer service.
 - Clean driving record to operate school vehicles.

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency

Preferences may be given to candidates who possess basic computer proficiency and experience providing desktop computer support.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must be capable of lifting and/or moving a minimum of 75 pounds, frequent walking to multiple buildings on campus.

Work environment: Office environment. Outside travel required 0% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community as well as traffic laws. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.