

## POSITION DESCRIPTION

### Lead Technician

Supervisor: Frank Jefferson      Name of Employee:

Prepared by:      Date:

Status: Non-Exempt      Hours: Full-time

**GENERAL SUMMARY:** Responsible for general commercial building maintenance of the Motherhouse, Mohun and Martin de Porres. Works directly under supervision of Manager of Maintenance. Works closely with the administrators of each facility to assure a well-maintained facility. Working knowledge for power distribution systems, fire panels, commercial air conditioning, steam boilers, kitchen equipment, laundry equipment, commercial air handlers, building automation systems, commercial heating systems, and fire pumps.

### ESSENTIAL DUTIES AND TASKS:

**(1) Major Activity:** Working knowledge of Power Distribution Systems. Have classroom training and experience with high voltage distribution panels.

- a) understand high voltage transformers 220 to 480 volts
- b) repair and maintenance of 120 to 480 volt circuit breaker panels
- c) repair and maintenance of high voltage motor control disconnects
- d) understanding of complex low and high voltage indoor and outdoor lighting systems
- e) repair and maintenance of electric motors up to 25 horsepower

**(2) Major Activity:** Have experience with operation and troubleshooting of fire panels.

- a) understand fire panel sequence of operation
- b) have ability to bypass device problems in fire panels to allow for continued use of panel in a limited capacity
- c) must understand fire panel as to train others on it control and operation
- d) must know State of Ohio laws and regulations on fire panel testing

**(3) Major Activity:** Must have classroom training and experience in larger chiller operation and maintenance

- a) know the operation and maintenance of large tonnage chillers 20 to 250 tons
- b) must know the refrigeration and cooling cycle of large chillers
- c) must know control of chilled water pumps and systems
- d) must know control of condenser water pumps and systems
- e) have working experience with cooling towers and controls
- f) understand water treatment chemicals

**(4) Major Activity:** Have classroom training on hot water and steam boilers

- a) must know the steam cycle
- b) know the control and operation of steam boilers

- c) know chemical water treatment for steam systems
- d) have working experience with steam valves, traps, regulators and expansion tanks
- e) Must know State of Ohio laws and regulations in repair and maintenance of steam boilers

**(5) Major Activity:** Have working knowledge of kitchen equipment repair and maintenance

- a) know the operation and repair steam tables
- b) dishwashers
- c) garbage disposals
- d) gas and electric stoves and ovens
- e) walk in refrigerators and freezers
- f) deep fryers
- g) steam generators
- h) gas griddles and cooktops

**(6) Major Activity:** Know operation of commercial and residential laundry equipment

- a) have experience with control and operation of commercial washers and dryers
- b) know how to maintain and repair large and small laundry equipment
- c) have experience with temperature control in laundry spaces

**(7) Major Activity:** Know the operation, maintenance and repair of large air handlers

- a) know the sequence of operation of air handlers
- b) understand how to control air handlers
- c) know State of Ohio laws and regulations on the maintenance of air handlers
- d) know motor and speed control of small and large air handlers
- e) have working experience with pneumatic controls
- f) have experience with air filtration systems
- g) know the maintenance and operation of air compressors it's controls
- h) know the maintenance and operation of heating and cooling coils

**(8) Major Activity:** Have classroom training and extensive working experience with building automation systems

- a) must know how to control and troubleshoot computer building automation software
- b) have working experience with Honeywell, Johnson Controls and Siemens software programs
- c) have the ability to train others on the operation of building control software

**(9) Major Activity:** Must have working experience with commercial heating systems

- a) know how to operate and maintain gas, hot water and electric heating systems
- b) have working knowledge of roof gutter heating controls
- c) have experience with hot water circulating pumps and controls
- d) have experience with steam heat exchangers and controls
- e) know the operation and repair of unit and cabinet heaters

**(10) Major Activity:** Must have working knowledge operation and maintenance of fire pumps

- a) must know fire pump repair and maintenance
- b) must know State of Ohio laws and regulations on fire pump testing
- c) must know fire pump sequence of operation and control

**(11) Major Activity:** Have general commercial building maintenance experience in most common trade areas

- a) have working knowledge of electric overhead doors
- b) have commercial building plumbing skills
- c) ability to troubleshoot small electric appliances (toasters, microwaves)
- d) knowledge and repair of healthcare related wheelchairs, electric scooters, beds and patient lifts
- e) common knowledge of painting, drywall and man door repair
- f) repair of residential type dishwashers, refrigerators, electric stoves and garbage disposals
- g) repair and replacement of floor and ceiling tile

**(12) Major Activity:** In the absence of the facility manager (vacation or offsite business) have the ability to continue the smooth operation of the mechanical systems

- a) make decisions when needed for outside contractors to make repairs on equipment
- b) assist all other maintenance staff with tasks when help is needed
- c) answer questions from the administrator, staff or residents regarding the comfort or safety of the building

**EFFORT:**

Must be able to read, see, hear, walk, write and speak English. Sitting, climbing, standing, and stooping. Stooping, bending, lifting and reaching are a usual part of the work. Must be able to lift up to 50 pounds regularly. Work environment may be dusty and noisy. May be exposed to diesel fuels, gasoline, insecticides, pesticides, herbicides, fungicides, and other chemicals, including pool house chemicals.

**MACHINES, TOOLS, EQUIPMENT:**

Work is performed at a desk, outdoors and in the three facilities as appropriate. Exposed to climate changes, including rain, snow and ice. Responsible for maintenance of all operational equipment on property.

**MINIMUM QUALIFICATIONS:**

One year certificate in a technical field. Two to four years of experience working in facility maintenance. A combination of education, experience, and training may be substituted when competency in the position is demonstrated. Experience and knowledge of HVAC, electrical, plumbing, and various mechanical systems. Must possess a valid Driver's License. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

Must be able to communicate well with all staff, residents, and visitors.

- **Dominican Sisters of Peace reserves the right to revise and alter this job description as needed.**

Employee Statement: I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_