

Position Description

Maintenance Technician

Supervisor: Facilities Manager

Name of Employee:

Prepared By: Motherhouse Administrator

Date:

Status: Non-Exempt

Hours: 40 Hours

POSITION SUMMARY: Works directly under the supervision of the Facilities Manager. Duties consist of but are not limited to: maintaining machinery, equipment, office equipment assembly, plumbing system, general electrical work, light carpentry and painting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Major Activity:

- Knowledge of and ability to follow current OSHA safety standards and practices.
- Safely dismantle machines or equipment, replace defective or worn parts in accordance to preventative maintenance system
- Connect wires to motors, fixtures, and other electrical equipment, properly replace switches, and fuses, splice wire, ensuring strict code compliance
- Install wall coatings and coverings including patches or replace plaster or wall board, paint walls, ceilings and trim
- Clear clogged drains, and replace plumbing fixtures
- Learn operation of Building Energy Management and Monitoring system
- Assists in checking and maintain buildings systems including, assisting in making repairs to HVAC equipment to include but not limited to changing filters, greasing motors, changing out equipment, and or tightening motor belts.
- Monitor building temperatures and make adjustments as necessary to maintain comfort
- Assist Facilities Manager in securing bids for outsourced work
- Research availability of repair parts through various vendors, computer based or telephone searches
- Furnish Facilities Manager with lists of materials, tools and supplies needed in performance of work order/project completion
- Clean and maintain tools and equipment to provide a safe work area
- Alert fellow staff and General Facility Manager of potentially harmful conditions
- Assist in the moving of items
- Assemble items such as, work tables, benches, shelves, and other furnishings

Qualifications: To perform this job successfully, an individual must be able to perform each essential function/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 essential functions.

Education and /or experience: High School Diploma. Verifiable training from a college or technical school, or equivalent combination of education and verifiable related work experience or training is acceptable. All applicable trade licenses and certifications are strongly desired.

Must possess a valid state driver's license.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, building prints, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information one-on-one, or in a small group situation.

Mathematical Skills: Possess basic math skills (add, subtract, multiply, and divide).

Reasoning Ability - Ability to apply common sense understanding to carry out detailed written or oral instructions. Must have the ability to problem solve issues specific to the function of the job, including interpersonal conflicts with residents, staff, and fellow co-workers.

Computer Skills: To perform this job successfully, an individual must have basic computer knowledge and be able to conduct internet searches.

Other Qualifications: Must be able to work after hours if necessary, some weekends, and be available to participate in the mandatory 24 hour “on call” phone department rotation.

Physical Demands: The physical demands 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 as outlined in the Federal ADA act.

While performing the duties of this job, the employee is regularly required to stand, use hand to fingers, reach with hands and arms, and talk or hear. The employee is frequently required to walk, climb and balance, sit, stoop, kneel, crouch, crawl, taste and smell. The employee must be able to lift, push and pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those employees encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as outline in the Federal ADA act

While performing the duties of this job, the employee is occasionally exposed to wet and or humid conditions, moving mechanical parts, outside weather conditions, risk of electrical shock, risk of extreme burns, heights, and loud to extremely loud noises.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and can be terminated by Dominican Sisters of Peace or by myself.

Signatures:

Employee _____ Date _____

Director _____ Date _____

Human Resources Director _____ Date _____