

## JOB DESCRIPTION

**Job Title:** Maintenance Tech I

**Department:** Facilities Services

### **Main Function:**

To provide cleaning, delivery, moving and light building maintenance, including some minor electrical and plumbing services, and maintain a safe and clean environment throughout the facilities and Congregational residences (on and off campus), offices, rest rooms, meeting rooms, kitchen, dining rooms, stairways, hallways and community rooms.

### **ESSENTIAL FUNCTIONS**

1. Clean, sweep, mop floors, walls, office windows, windowsills, blinds, stairwells, hallways, storage areas.
  - Properly cleaned areas are free of litter, dust and streaks.
2. Strip and refinish floors as directed.
  - Upon inspection, areas are free of old wax and have a shiny gloss.
3. Extract and/or bonnet buff carpet.
  - Upon completion, areas are free of stains and spots.
4. Remove old carpet and prepare for new carpet in rooms as directed.
5. Unplug clogged drains and toilets. Replace and install toilet seats, showerheads, shower wand hoses, and faucet aerators.
6. Change light bulb/fluorescent tubes, replace broken switches and receptacles, light fixture lenses, and globes as needed.
  - Upon daily observations, all lights are functional.
7. Move furniture and appliances with proper equipment as directed. Assist with installation of window A/C's.
  - Handle all items with care.
  - Uses safety rules and procedures when lifting.
8. Drive Sisters of the Holy Cross, Inc., vehicles on- and off-campus to pick up/deliver-designated items.
  - Makes delivery convenient for clients (i.e., convent, Sisters, Department) follows established time frame, deliveries taken to proper place.
9. Pick up/deliver storeroom and other supplies, Business Office and Nutrition Services Dock deliveries.
  - Verifies deliveries with packing slips accurately, uses care in handling.
  - Completes tasks before end of shift.
10. Assemble some furniture, replace suspended ceiling tiles, replace HVAC filters and fiberglass pipe insulation as requested.
  - Follows instructions and safety rules when assembling items.
11. Assist with and/or complete painting assignments including walls, ceilings and trim work.
12. Set up and dismantle church, chapels, meeting rooms, dining room for special events as requested.
  - Coordinates assignments with Facilities Services Manager.

- Follows work orders correctly for event arrangements and dismantling after the function.
13. Read and follow work order directives and record accomplishments on the work order.
    - Completes work order directives as requested and records completed work accurately and immediately.
  14. Must be available to work any shift.
  15. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
  16. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

### **Building Monitoring**

1. Lock and unlock doors and check secured doors per monitoring schedule.
2. Remains observant throughout shift and reports any suspicious activity directly to campus security immediately.
3. Document and report maintenance related issues to the Facilities Services Office.
4. Sign over building keys to next shift employee for building monitoring duties.

## **MINIMUM QUALIFICATIONS**

### **Education**

High school diploma preferred. Must have valid driver's license.

### **Experience**

One (1) year of custodial experience in an institutional setting including equipment operation and light maintenance background preferred.

### **Responsibility**

Work is standard and routine. Requires the application of policies and procedures. Limited opportunity to make choices.

### **Problem-Solving**

Standardize work following general instructions, work is reviewed upon completion. Problems require solution by simple choice rather than analysis.

### **Personal Interaction**

Work sometimes requires giving/getting information while maintaining a cooperative and harmonious atmosphere.

### **Work Environment**

Work occasionally requires exposure to dangerous materials. May be exposed to infectious body fluids. Personal protective equipment will be provided and is expected to be used.

### **Equipment Utilization**

Work routinely requires the operation of power tools.

### **Fatigue**

Must be able to lift and carry 50 pounds regularly, 75 pounds occasionally, and over 75 pounds with team lifts. Some duties may be repetitive. Ordinary care and caution must be exercised while performing work to prevent muscle fatigue.

### **Planning and Organizing**

Works primarily on a day-to-day basis. Arranged and coordinates immediate work in

relation to available resources.

**Directing and Instructing**

Not required.

**Budgeting**

Not required.

**Scope of Supervision**

Not required.