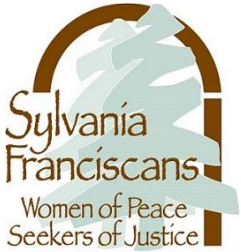


## SISTERS OF ST. FRANCIS, SYLVANIA, OHIO



<b>POSITION DESCRIPTION:</b>	Maintenance Technician II – 2 <sup>nd</sup> Shift
<b>DATE:</b>	August 11, 2021
<b>REPORTS TO:</b>	Maintenance Supervisor
<b>CLASSIFICATION:</b>	Full-time; Non-Exempt

---

**GENERAL SUMMARY:** Working under the direction of the Maintenance Supervisor, the Maintenance Specialist II performs a variety of semi-skilled maintenance duties related to the operation, repair, testing, inspection, installation and preventive maintenance of equipment/machinery, appliances and building fixtures of the historic Sylvania Franciscan campus and other related properties owned by the Sisters of St. Francis and Lourdes University.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Perform a variety of unskilled and skilled duties similar to the following:
  - Electrical: change lamps and ballasts; replace cord plugs; work with 120-480V wiring; installing and repairing switches, receptacles, lighting, conduit, wiremold, etc.; testing and repairing short circuits, basic to more complex wiring related to HVAC and controls.
  - Plumbing: Repair/Install a wide variety of plumbing fixtures; steam, gas and water piping, water heaters. Unclog sewer drains, and related systems.
  - Carpentry: install doors, walls, windows, etc.; cut/fit wood; hang drywall; install door locks
  - HVAC: inspect, maintain, repair boilers, cooling towers, furnaces, air conditioning, and related systems
  - Painting: including varnishing and wood repair
  - Roofing: clean gutters, repair roofing systems and components, both temporary and permanent
3. Perform routine rounds/inspections of facilities. Report and/or takes corrective action of observed facility repair needs. Perform scheduled preventative maintenance.
4. Properly maintain and use assigned equipment in a safe, appropriate manner.

Maintains shops, equipment and facilities in a clean, orderly condition.

5. Requisition supplies/parts/tools as needed. Exercise prudence in purchasing requests and recommendations.
6. Respond to campus emergency situations, as directed by the Maintenance Supervisor, to help ensure the safety of residents, employees, faculty, students, staff, and visitors.
7. Perform tasks following established safety regulations, wear required/recommended personal protective equipment as well as ensure employees follow same regulations.
8. Adhere\ to written work schedules, and/or verbal assignments. Perform quality work which is free from defects.
9. Attend and participates in scheduled in-service training.
10. Document work assignments via completion of the Maintenance Service. Requisition and/or other means as determined by management.
11. Must supply your own basic hand tools.
12. Perform other duties and tasks as assigned.

**SKILLS AND ABILITIES REQUIRED:**

1. Working knowledge of at least two (2) main trade areas, e.g. electrical, plumbing and HVAC.
2. Working knowledge of federal, state and local regulations, e.g. OSHA, Right to Know, Confined Spaces, Hazardous Waste, IAQ, Lock-Out/Tag-Out, etc.
3. Ability to read/interpret electrical, plumbing and structural drawings and specifications.
4. Excellent verbal and written communication skills.
5. Computer skills necessary to access equipment repair/maintenance manuals and records.
6. Ability to operate various basic hand and power tools.

**WORKING CONDITIONS:**

1. Regular standing, stooping, bending, pushing, reaching and kneeling.
2. Ability to lift objects up to 70 pounds.
3. Ability to climb ladders.

4. Extreme exposure to temperature and precipitation when performing maintenance tasks.
5. Use of chemicals, e.g. drain maintainers, etc. with associated odors and hazards.

**QUALIFICATIONS:**

1. High school diploma or G.E.D.
2. Vocational training in basic electrical, plumbing or carpentry required.
3. Minimum of five (5) current, continuous years of demonstrated, related work experience.
4. Possess and maintain a valid driver's license.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned by Leadership.