**SISTERS OF ST. FRANCIS, SYLVANIA, OHIO**

**POSITION DESCRIPTION:** Convent Park Maintenance Specialist

**DATE:** April 1, 2022

**REPORTS TO:** Convent Park Property Manager (primary); Sisters of St. Francis Maintenance Supervisor (secondary)

**CLASSIFICATION:** Full-time; Non-Exempt

**GENERAL SUMMARY:** Working under the direction of the Convent Park (CP) Property Manager in consultation with the Sisters of St. Francis Maintenance Supervisor, the Convent Park Maintenance Specialist oversees and performs a variety of maintenance duties related to the rental, turnover, operation, repair, inspection, installation and preventive maintenance of systems, plumbing, electrical appliances and building fixtures of Convent Park, a 98-unit senior living ministry of the Sisters of St. Francis. The CP Maintenance Specialist also provides backup support to 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 by demonstrating behaviors supportive of and 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 professionalism in attitude, attire, workspace, and interpersonal communications.
2. Plan, organize, and direct the maintenance program for CP, including oversight of all necessary contractors.
3. Perform inspections and conduct periodic general corrective and preventive maintenance on the building interior and exterior, as well as building systems.
   1. Complete periodic rounds to check equipment and facilities and to assure that necessary equipment is available and working properly.
   2. Establish and monitor standards and practices to meet requirements of federal, state, and local codes.
   3. Develop and implement routine preventative maintenance program.
   4. Maintain records of rounds and any work orders/action items.
   5. Ensure facilities are maintained in an attractive and safe manner.
   6. Properly maintain and use assigned equipment in a safe, appropriate manner.
   7. Maintain shops, equipment and facilities in a clean, organized, and orderly condition.
   8. Maintain adequate inventory for immediate response to routine maintenance and repair needs.
4. Schedule and perform work order services and repairs on a priority basis.
5. Respond to service call requests for HVAC, appliance repairs, plumbing, and electrical.
6. Ensure that follow-up action for work order delays or work completion is communicated to Convent Park Property Manager in a timely fashion.
7. Maintain support systems through department personnel or specialized outside contractors, including heating, cooling, ventilation, water, plumbing, electrical, electronic, appliances, elevators, equipment, snow removal, standing water removal, landscaping, and other needed areas. Maintenance Specialist shall work with Property Manager to develop a process to contract with third party vendors and may, but shall not be required, to use vendors under contract with SOSF.
8. Prepare apartments for new tenants in a timely fashion in the event of planned or unplanned vacancies, including touch-ups, drywall repair, paint, staining, and other repairs as needed.
9. Work with Property Manager and Sisters of St. Francis Maintenance Supervisor to develop maintenance budget, including operating expenditures.
10. Must supply your own basic hand tools.
11. Perform other duties and tasks as assigned.

**SKILLS AND ABILITIES REQUIRED:**

1. Working knowledge of plumbing, HVAC, carpentry, or electrical.
2. Drywall, painting, and carpentry experience.
3. Working knowledge of how to repair and/or diagnose appliance failures.
4. Ability to read/interpret electrical, plumbing and structural drawings and specifications.
5. Working knowledge of federal, state and local regulations, e.g. OSHA, Right to Know, Confined Spaces, Hazardous Waste, IAQ, Lock-Out/Tag-Out, etc.
6. Excellent verbal and written communication skills.
7. Computer skills necessary to access equipment repair/maintenance manuals and records, and process work orders.
8. Ability to operate various basic hand and power tools.

**WORKING CONDITIONS:**

1. Regular standing, stooping, bending, pushing, reaching and kneeling.
2. Ability to work in small areas, such as crawl spaces and attics.
3. Ability to lift objects up to 70 pounds on occasional or frequent basis.
4. Ability to climb ladders on occasional or frequent basis.
5. Extreme exposure to temperature and precipitation when performing maintenance tasks.
6. 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. At least 5 years of demonstrated, related work experience in apartment complex repairs, and maintenance.
4. Ability to obtain and maintain a valid Ohio driver’s license and a driving record acceptable to the Sisters of St. Francis.

Congregational Minister Review / Approval Name Date

Chief People and Culture Officer Signature

Name Date

Employee Review / Signature

Name Date

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