

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** Facilities

**TITLE:** Maintenance Technician I

**GENERAL SUMMARY**

The Maintenance Technician I performs a variety of general maintenance and routine tasks related to the maintenance of Assisi Heights. Position requires performing functions involving various building/facility related trades which may include, but not limited to: electrical, heating, air conditioning, carpentry and/or plumbing. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assures confidentiality at all times with issues relating to residents, guests and fellow employees.

**ESSENTIAL FUNCTIONS**

- Performs routine preventive maintenance on all equipment according to schedules.
- Completes work orders in a timely and efficient manner, including prioritizing urgency when necessary.
- Completes carpentry tasks including repair, reconstruction or remodeling.
- Performs plumbing, maintenance on pumps, fans, valves, and other miscellaneous equipment.
- Completes electrical testing and repair.
- Monitors inventory of spare parts and initiates purchase requests for necessary supplies.
- Ensures that SDS, hot work, confined space, and lockout tagout measures are enforced.
- Performs other building maintenance of Assisi Heights' buildings and grounds, as assigned, including but not limited to; general maintenance, remodeling, heating, painting, and routine inspections.
- Collaborates with other Maintenance Techs to manage key file and update entry logs for boiler and chillers.
- Completes carpentry tasks including repairs to doors and locks.
- Maintains cleanliness of shop area and break room.

**OTHER FUNCTIONS**

- Miscellaneous duties include assisting with snow removal, lawn mowing, and maintenance of outdoor equipment.
- Other duties as assigned by Facilities Manager.

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Two years of experience in general maintenance.
- Valid Minnesota Special Engineers License or ability to acquire.
- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations.
- Must pass a background investigation, including a criminal history investigation and driving record.

**QUALIFICATIONS**

- Proficient operating knowledge of power equipment including, but not limited to: Grinder, Sander, Power Tools, Air Compressors, Amp Meter, and Welder.
- Knowledge of functions and servicing requirements of mechanical equipment/machinery and appliances.
- Knowledge and use of personal protective equipment (PPE).
- Skill in operation of required maintenance tools and equipment and grounds maintenance equipment.
- Good communication skills.
- Good time management & organizational skills.
- Ability to work safely.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently & with others to support the overall functions of the dept.

**WORKING CONDITIONS**

- Work requires a large extent of Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Objects frequently required to be lifted, pushed, pulled and/or carried range from 25-50 pounds and up to 50-100 pounds occasionally with assistance.
- Exposure to a variety of hazardous chemicals on a daily basis.
- Work in confined spaces is required on a regular basis.
- Work is performed both indoors and in outside conditions.
- The daily noise level may be moderate to loud.
- On-call responsibilities for evenings, nights & weekends - and on snow removal rotating schedule as well.

**ACCOUNTABILITY:** Reports to the Facility Manager

**POSITION LEVEL:** N-6

**FLSA:** Non-Exempt

**DATE PREPARED:** June 2006

**DATE REVIEWED:** June 2015

**DATE UPDATED:** April 2017  
March 2019

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director or: \_\_\_\_\_ Date: \_\_\_\_\_

Congregational Leadership