

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Facilities

TITLE: Maintenance Technician II

GENERAL SUMMARY

The Maintenance Technician II operates and maintains boilers and performs general maintenance at Assisi Heights. Position requires performing functions involving various building/facility related trades which may include, but are not limited to: electrical, heating, air conditioning, automotive, 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

- Operates low-pressure boiler system. Maintains boilers and monitors the daily boiler operation, and insures safety instructions and equipment provided.
- Maintains records of fuel, water and steam production.
- Completes work orders in a timely and efficient manner, including prioritizing urgency when necessary.
- Assists with work and coordination of outside contractors.
- Maintains cleanliness of shop area and break room.
- Performs other building maintenance of the Assisi Heights campus including buildings and grounds and associated properties as assigned including, but not limited to: general maintenance, remodeling, heating, painting, cement work, roofing and routine inspections.
- Ensures that Safety Data Sheets (SDS), hot work, confined space and lockout-tagout measures are enforced.
- Completes electrical testing and repair on switches, outlets, relays, breakers, motors and lights.
- Participates in preventative maintenance program assuring that routine maintenance is completed on equipment.
- Prepares periodic maintenance reports.

OTHER FUNCTIONS

- Miscellaneous duties including assisting Grounds Maintenance with snow plowing/snow removal.
- Operates Emergency Power Systems.
- Monitors inventory of spare parts and initiates purchase requests for necessary supplies.
- Other duties as assigned by department 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 Centered Living Philosophy

- Valid Minnesota 2nd Class C Stationary Boiler License
- Two years' experience in general facilities and automotive maintenance, or one year of above experience and completion of technical college program in Maintenance or Building/Plant Utilities.
- 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).
- Basic knowledge of computer operations.
- Skill in the operation of required maintenance tools and equipment and grounds maintenance equipment.
- Good communication skills.
- Good time management and organization skills.
- Ability to understand and follow written and verbal instructions.
- Ability to work safely.
- Ability to work independently and with others to support the overall functions of the department.
- Ability to make sound decisions.
- Ability to perform basic functions of the electronic systems including Building Automation Systems (BAS).

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 lbs. on a daily basis and up to 80-100 lbs. occasionally with assistance
- Exposure to a variety of hazardous chemicals on a daily basis.
- Work in confined spaces required on a daily basis.
- Work is performed both indoors and in outside conditions.

(Working Conditions- continued)

- The daily noise level may be moderate to loud.
- Position entails rotating weekend shifts.
- On-call responsibilities may be included for evenings, nights and weekends as needed.

ACCOUNTABILITY: Reports to the Facility Maintenance Manager

POSITION LEVEL: N-7

FLSA: Non-Exempt

DATE PREPARED: June 2006

DATE UPDATED: June 2015, April 2017, June 2018, January 2022

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