

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Facilities

TITLE: Maintenance Specialist

GENERAL SUMMARY

The Maintenance Specialist performs complex operations in areas of maintenance and repairs on all facility related systems at Assisi Heights. Position requires performing functions involving various building/facility related trades which may include, but 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 and maintains all building systems: boilers, pressure reducing stations water heaters, Heating, Ventilation and Air Conditioning (HVAC) control systems, Building Automation System (BAS) and Variable Air Volume (VAV) systems, A/C, chiller units, cooling towers, compressors, pneumatics, direct digital controls, emergency generators, pumps, fan units, etc.
- Maintains records of consumption of fuel, water, electricity, chilled water and steam production.
- Oversees assistance from vendors and contractors when repairs are not possible in house.
- Performs work orders, assuring and assisting with completion in a timely and efficient manner.
- Performs advanced building maintenance of Assisi Heights' buildings as assigned, including: remodeling, heating, painting, routine inspections and miscellaneous facility related items.
- Ensures that Safety Data Sheets (SDS), confined space and lockout-tagout measures are enforced.
- Completes carpentry tasks using associated equipment.
- Performs routine plumbing, maintenance on pumps, fans, boilers, chillers, valves and other miscellaneous equipment.
- Completes electrical testing and repair on switches, outlets, relays, breakers, motors, lights and troubleshooting variable frequency drives (VFD).
- Maintains knowledge of fire suppression systems- valves, controls and testing.
- Participates in preventative maintenance program, assuring that routine maintenance is completed on equipment and recorded.
- Understands and practices safety when performing job tasks following departmental protocol under OSHA, State and Federal regulations.
- Prepares requested periodic maintenance reports.
- Monitors inventory of spare parts and initiates purchase requests for necessary supplies.
- Completes carpentry tasks using associated equipment, including repairs to doors and locks.

OTHER FUNCTIONS

- Assist in maintaining cleanliness of shop area and break room.
- Assists with snow plowing/snow removal.
- Other duties as assigned by Facilities Operations 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 Special Engineers License or ability to acquire in six months
- 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

- Two years' experience in facilities/building/maintenance related operations and two-year degree in Building/Plant Utilities or four years related experience
- Proficient operating knowledge of power equipment including, but not limited to: grinder, sander, power tools, air compressor, amp meter and welder
- Knowledge and use of personal protective equipment (PPE)
- Knowledge of computer-based monitoring and control devices
- Skill in the operation of required maintenance tools and equipment and grounds maintenance equipment
- Strong problem-solving skills
- 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 maintain and use 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

(Working Conditions continued)

- Objects frequently required to be lifted, pushed, pulled and/or carried range from 25-50 lbs. and 50-100 lbs. 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
- Rotating on-call schedules for maintenance responsibilities for evening, nights, and weekends

ACCOUNTABILITY: Reports to the Facility Operations Manager

POSITION LEVEL: N-10

FLSA: Non-Exempt

DATE PREPARED: July 2025

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