

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Maintenance Technician

**DEPARTMENT:** Facilities

**SUPERVISED BY:** Facilities Director

**STATUS:** Full Time/hourly/non-exempt

**UPDATED:** 5/2023

**Job Summary:** This position is responsible for the facility and property maintenance repairs of the Catholic Social Services. Responsibilities include working with their supervisor and the Board of Trustees on code compliance on building systems, working knowledge and ability of HVAC, electrical, water, basic plumbing, sheet rocking, painting and repairs on structural systems.

### **Qualifications:**

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must have knowledge of and follow all relevant personnel, process and plant safety procedures and must exercise mature judgement to determine when to hire third party expertise to plan and/or execute repair or replacement activities. The Maintenance Technician must possess excellent facility maintenance and repair skills, and basic administrative skills including: computer experience, written and oral communication skills, self-confidence, initiative, flexibility, good supervisory skills, high degree of professionalism and personal commitment to excellence in human services to support social service delivery. Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business profession code of ethics, and function well under stressful conditions.

**Education/Experience:** High school diploma or a GED. At least 3 years' experience in commercial/residential facility property management repairs.

### **Duties & Responsibilities:**

1. Follow and execute a facilities maintenance plan for each CSS site.
2. Safely and efficiently perform or engage third parties to perform work assignments for buildings and grounds including emergencies if or when needed.
3. Efficiently and expertly perform work assignments for buildings and grounds.
4. Ensure agency properties are safely operated and maintained.
5. Supervise and inspect contract services and facility services needed to maintain buildings and grounds, including snow removal and landscaping.
6. Use and evaluate agency facility maintenance software programs used to perform, monitor, open or close work orders.

7. Ensure facilities are compliant with all facility and property codes, including disability accessibility, fire, elevator, etc.
8. Conduct daily/monthly routine inspections of buildings and grounds and arrange for safety and health inspections.
9. Perform basic repairs and preventative maintenance to HVAC, sprinkler system, water, electric, and structural systems in facilities
10. Must be able to respond to emergency needs of the facilities or be able to coordinate with contractors for emergency repairs and or needs of facilities while on call rotation.
11. Ensure the successful daily upkeep of facilities and properties.
12. Purchase and maintain inventory maintenance supplies and equipment for facilities.
13. Prepare and respond to work orders in a timely manner, reports, timesheets, material/equipment requisitions and other inventory control methods and personnel actions.
14. Maintain liaison with building tenants, program participants, clients etc.
15. Participate in agency Continuous Quality Improvement including committees and task forces and training as required.
16. Possess a valid Alaska driver's license. Travel is required and necessary. Regular and reliable attendance.
17. Must have reliable transportation to respond to emergencies after hours.
18. Other duties as assigned.

**Physical Requirements:** Safely perform moderately to heavy manual labor, in and out of doors, up and down ladders, roof hatch access with required strength and agility and to work under adverse weather conditions, if necessary, such as heat, cold and around mechanical equipment rooms, chemicals, and tools.

**Training Requirements:** Attend agency and department orientation. Attend all staff meetings and in services training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed

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

Supervisor Signature: \_\_\_\_\_

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