



St. Joseph's Academy

Est. 1868

HUMAN RESOURCES DEPARTMENT

POSITION: Maintenance Technician
REPORTS TO: Maintenance Supervisor and Director of Operations
CLASSIFICATION: Full-time, Exempt, 40 hours per week

This person shall work in conjunction with the maintenance department, which is responsible for the day-to-day care of the 15-acre campus and its buildings and equipment. This person will have a strong practical knowledge of building, electrical, plumbing and HVAC systems and will interact with other SJA personnel as well as vendors, engineers and contractors.

GENERAL REQUIREMENTS

- Five (5) years of experience in facility maintenance and repairs
- Strong computer skills, including facility software, internet research
- Ability to understand and follow instructions of supervisor
- Good oral, written and interpersonal communication skills
- Good organizational skills; ability to meet project deadlines
- Ability to interpret blueprints, detailed drawings, field sketches and technical manuals
- Ability to troubleshoot and problem solve
- Ability to work well under pressure
- Flexibility to work when needed and to collaborate with other departments as needed
- Willingness to gain training beneficial to role of Maintenance Tech
- Ability to lift and move 40 pounds
- Positive attitude, integrity and collaboration skills
- Ability to work safely in accordance with SJA, OSHA and other applicable policies

SPECIFIC REQUIREMENTS

- **Electrical:** ability to rewire a light fixture from T8 to LED, change ballasts and lamps, including emergency ballasts, etc.
- **HVAC:** ability to change filters, motors, belts; adjust belts and pulleys, grease motors, change couplings on pumps, operate computerized controls/t-stats, etc.
- **Plumbing:** ability to change vacuum breakers, diaphragms on flush valves, faucet washers; repair leaks on flush valves; unstop sinks and toilets; operate a snake, etc.
- **Carpentry:** ability to repair desks, cabinets, chalkboards, chairs; hang items on walls with proper hardware, etc.
- **Painting:** ability to properly clean, prime, cut in and roll; knowledge of oil, latex, proper brushes, etc.
- **Landscape:** ability to operate and maintain lawn equipment including commercial mowers, chainsaws, etc.; ability to change blades, oil, etc.

DUTIES AND RESPONSIBILITIES

- Meet with Maintenance Supervisor to address issues, maintenance needs and service requirements; conducts regular system checks and executes procedures to maintain certifications for the department

- Maintain necessary records
- Conduct school maintenance inspections and provide feedback to Maintenance Supervisor
- Perform daily, weekly and monthly checks
- Maintain and repair mechanical equipment and buildings (tasks include plumbing, painting, flooring repair, electrical repair, gate and HVAC maintenance)
- Escort and monitor work performed by subcontractors/vendors
- Maintain grounds and landscape
- Assist with setups and takedowns
- Perform other duties as assigned
- Participate in staff and safety meetings, retreats or other events as required

The above statements are intended to describe the general nature and level of work required of this position and are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment.