

Sisters of Mercy of the Americas

Role Profile

Maintenance Technician

Reports to: Maintenance Supervisor

Department: Plant Operations

FLSA Status: Non-Exempt

Date: December 2022

Sustained and inspired by their relationship with God and one another, the mission of the Sisters of Mercy is to respond with vision and compassion to the needs of the people who are poor, sick, and uneducated. This mission serves as a motivational force in the day-to-day activities of the employees of the Sisters of Mercy of the Americas as we extend compassion and mercy to others, practice and encourage social justice, and strive to live mercifully.

Position Summary: Maintenance and repair and maintains equipment, physical structures, controls, grounds, vehicles, furniture, plumbing, HVAC and electrical systems of the facility.

Position Responsibilities:

- Performs preventive maintenance in a thorough and timely manner.
- Performs general maintenance work including electrical, HVAC, plumbing, appliances.
- Repairs and maintains machinery and mechanical equipment.
- Moves machinery, furniture & equipment as needed.
- Cuts grass and maintains grounds as needed.
- Bends and cuts conduits and wire, drills holes for electrical connection.
- Monitors and maintains water heaters, HVAC units, backflow preventors, kitchen appliances, fire suppression compressor.
- Performs set-ups of furniture for Mercy Conference and Retreat Center.
- Repairs and replaces light switches, bulbs, fixtures, ballasts, breakers.
- Maintains dishwasher, stove, oven, ice makers, refrigerators.
- Weekend rotation, every third week.
- On-call responsibilities.
- Contact outside contractors as needed with approval.
- Other duties as required.

Position Qualifications:

Required

- High School Diploma
- Ability to cultivate effective working relationships with a broad range of employees and external contacts.
- Proof of COVID Vaccination

Preferred

- General maintenance experience
- Associates Degree or Trade School Certification
- Prior experience in a healthcare or religious organization
- Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy
- Familiarity with the Catholic Church structures and teachings

Essential Physical Functions

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity

- Carrying, writing, bending, stooping, grasping, standing, twisting, sitting, lifting
- Walking, kneeling, reaching overhead, crouching
- Communicating effectively with Sisters and co-workers

Physical Requirements

- Lifting/pulling/pushing up to 20 pounds continually
- Occasional lifting, pulling, and pushing of equipment and materials weighing in excess of 100 pounds
- Frequent ladder climbing and required reaching in all directions

Visual/Audible Acuity Requirements

- Must be able to see and hear clearly
- Visual acuity up to 20 feet is required
- Must have depth perception and be able to distinguish basic colors
- Must have use of side vision
- Must be able to read and distinguish small print

Key Competencies:

- Attention to detail
- Equipment operation
- Problem solving
- Service oriented

I have reviewed and understand the essential functions of this job description in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee Name

Date

Supervisor/Manager Name

Date

Human Resources

Date

Please check one box:

☐

I can perform each function without accommodations.

☐

I require the following accommodations to do all required functions.