



# Regina Coeli Child Development Job Description

## Maintenance Technician

FLSA STATUS: Hourly

### Nature of Work

Under the direction of Supervision of the Facilities Manager, perform required maintenance and repair duties necessary to maintain assigned facilities; perform a variety of carpentry, electrical, painting, and plumbing repair and maintenance work; perform routine and emergency repairs and adjustments to buildings and facilities.

### Essential Functions

- Daily lifting in excess of 50 lbs., typically doing minor repairs and maintenance of buildings, including moving furniture, installing handicapped ramps and grab bars, etc. Occasional lifting in excess of 80 lbs. with assistance.
- Basic computer literacy, (Internet and e-mail use required).
- Intermediate level decisions needed to adhere to safety and scheduling considerations.
- Daily standing for periods of several hours while executing various tasks.
- Regular crouching, bending, twisting, stooping, kneeling, reaching, etc. to facilitate various repairs and maintenance activities.
- Occasional ladder climbing, crawling under buildings, and pushing and pulling of furniture and/or equipment while performing duties.

### Position Specific Essential Functions:

- Ensure safety is a priority in performing all job responsibilities and ensuring the safety policy is adhered.
- Perform required maintenance and repair duties necessary to maintain assigned facilities and buildings by performing a variety of carpentry, electrical, painting, and plumbing repair and maintenance work; perform routine and emergency repairs and adjustments to buildings
- Perform carpentry work including the construction, installation, and repair of cabinets, partitions, bulletin boards, shelving, windows, doors, desks, chairs, and related items; install necessary hardware.
- Perform minor repairs and adjustments to equipment and facilities including changing air filters, repairing heating and air conditioning units, and perform minor concrete work including the repair of sidewalks.
- Move and arrange furniture and equipment; set-up rooms for meetings and special events; ensure security of facilities including locking and unlocking doors.
- Assist in maintaining supply inventory and ordering necessary supplies; receive and store materials and supplies; pick up supplies and equipment as necessary
- Inspect buildings, grounds, and equipment to identify maintenance, repair, and replacement needs; report safety, sanitary, and fire hazards.
- Performs specific assignments and support services in all areas when needed.
- Perform all assigned responsibilities in a prompt and efficient manner to ensure a quality program.
- Follow step-by-step activities as outlined in work orders, documents status, and policies and procedures.
- Maintain current, valid driver's license and liability insurance at all times on any personal vehicle used to conduct RCCDC business.
- Must be responsible, and able to handle confidential material, organize effectively, and work independently.
- Perform other essential functions related to the position as assigned

### Required Knowledge, Skills and Abilities

1. Knowledge of basic math.
2. Ability to lift and move items weighing in excess of 50 lbs and 80 lbs with assistance.
3. Valid Driver's License and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed.
4. HVAC certified a plus

### **SPECIAL CONSIDERATIONS**

Employees within this classification are required to:

- Pass a drug screen and criminal background check.
- Pass a physical examination every three years
- Complete Tuberculosis (TB) test every three years with negative results.
- Valid driver's license with a driving record in compliance with RCCDC's insurance carrier requirements.
- Be able to perform duties in an active environment with changes in climate and noise level.