



STONEHILL Maintenance Tech I

FRANCISCAN SERVICES

Vision Statement

In the spirit of St Francis of Assisi we commit to provide quality health and wellness services as we respond to changing needs.

Mission Statement

We, the Stonehill Franciscan Services community, in the spirit of St Francis of Assisi, offer a continuum of quality lifetime care services in a dignified atmosphere.

Our Core Values include:

Compassion (the heart of our daily life)

- We generously offer empathy, comfort, and encouragement with gentleness in an atmosphere of Christian love.

Hospitality (the spirit of our daily life)

- We warmly and graciously welcome all with kindness

Stewardship (the mind of our daily life)

- We are responsible for the resources entrusted to us
 - Financial – We will manage with integrity and fiscal responsibility
 - Human – We will recognize the personal gifts and talents of all
 - Environmental – we will be good stewards of our internal and external surroundings

Reverence (the soul of our daily life)

- We treat every person with dignity and respect, recognizing that all share in God's gift of life.

JOB DESCRIPTION

Job Summary: Under general supervision of the Maintenance Director, the Maintenance Tech I helps keep all buildings, grounds and equipment at Stonehill Franciscan Services in good condition and operating order by performing various regular and special maintenance, repairs and improvement activities as directed by the Maintenance Director. Maintain facilities in a safe and comfortable condition for residents, staff and others who may be at Stonehill Franciscan Services.

JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Checks temperatures and pressures throughout the facilities on a regular schedule, clean and changes screens and filters as needed and notifies of any unusual conditions;
2. Picks up maintenance request forms from nurse stations. Performs work as requested on maintenance slips;
3. Routinely checks ice machines on all floors, refrigerators, and walk in coolers, freezers and air compressors for proper temperatures and operation;

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4. Test smoke detectors, emergency generator, ground fault circuits, and fire extinguishers as scheduled and required;
5. Cleans screens and pumps in the cooling tower. Cleans and services laundry equipment. Repairs and greases all carts and wheel chairs as scheduled;
6. Patches, repairs, and paints walls, handrails and equipment throughout the facilities as scheduled.
7. Performs scheduled daily, weekly, monthly, semiannual, and annual routine maintenance activities as scheduled;
8. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate;
9. Be on-call when scheduled by the Maintenance Director;
10. Assists the Maintenance Director on other tasks as needed and coordinates work activities in a manner that enhances the welfare of residents and supports the work of other staff at Stonehill Franciscan Services;
11. Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- High school diploma;
- Five years of previous maintenance experience.
- Working knowledge of general maintenance policies, procedures and codes applicable to all Stonehill Franciscan Services Buildings and grounds;
- Position requires an on call rotation and response time of 30 minutes
- Strong basic math and mechanical and abilities;
- Familiarity with blue prints and mechanical systems;
- Must be able to communicate in English and relate in a pleasant manner to others;
- Must be able to use a variety of tools skillfully and to be prompt and accurate in completing assigned tasks;
- Must be able to read and write English language materials.

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Position requires a High School diploma and five years' maintenance experience.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem;
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations);
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects;
- Multilimb Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion;
- Near Vision - The ability to see details at close range (within a few feet of the observer);

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- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position;
- Requires a considerable amount of physical activity including standing, walking, climbing, reaching, squatting, kneeling, bending, sitting, carrying, pushing, pulling, gripping, torqueing, reclining, and twisting;
- Lifting up to 50 pounds regularly and up to 150 pounds occasionally is required;
- Work is performed indoors in a thermostatically-controlled office environment; will be exposed to outside weather conditions when maintaining outside facilities that can be subject to occasional high heat and seasonal temperatures and weather conditions;
- Exposure to various chemicals used in the maintenance of property and use of cleaning solvents and adhesives, presence of slippery surfaces due to wet inside floors and icy outside conditions and due to dust from changing air filter;
- Personal protective equipment such as safety glasses and gloves are required for some activities as well as for disposal of used needles and materials soiled from body fluids;
- Usually works in a moderate to loud noise level environment;
- Close space while working with others.

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Employee Job Description Acknowledgement

I have received a copy of the job description for the position I am being offered. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Print Name

Date

Signature

Company Representation

Date

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