



## Job Profile

Job Title:	Maintenance Technician
Department:	Facilities
Reports to:	Director of Facilities, Facilities Operations Manager
Date:	5/20/2019

### Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

### General Summary

*What is the primary purpose of this position?*

The Maintenance Technician is responsible for general building maintenance and equipment operations, including special projects. The person in this position must possess a high degree of attention to detail and concentration on quality of work. As the position operates heavy equipment and machinery, often in close proximity to students and staff, attention to safety must be the first priority.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

**All areas of responsibility must be operated consistent with the Catholic mission of the school.**

- Primary respondent of all work orders
- Responsible for facilities maintenance and repairs
- Responsible for all equipment operations and maintenance of forklift, man-lift, scissor-lift operations, power tool operations
- Supports special projects
- Assists with events, grounds maintenance, and custodial when necessary

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

High school diploma or equivalent, trade certificates desirable

Specialized training:

Must have a valid California Driver's license and forklift, scissor lift, and boom lift operator's licenses, or the ability to obtain these licenses

Job experience:

Minimum of five years of experience in Facilities maintenance with demonstrable knowledge of safety codes and regulations, experience in Educational Facilities preferred





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### Technical/Functional skills:

- General building maintenance
- Metal Fabrication: MIG and TIG welding desirable
- Carpentry: woodworking and furniture repair
- Interior finishes installation and repairs: drywall, painting, flooring
- Plumbing fixture replacement and repair
- Electrical troubleshooting
- Roofing repairs, bituminous and single membrane
- Locks and closures installation and repair
- Forklift, scissor lift, and boom lift operations and maintenance
- Safe operation and maintenance of power tools and equipment
- Ability to obtain First Aid, CPR, AED, Cal OSHA 10-hour certification
- General knowledge of building codes and regulations: UBC, NEC, NSPC, Title 24, ADA accessibility standards, and Cal OSHA Safety standards desirable
- Ability to keep a clean and well-organized workshop
- Problem solving skills
- Detail-oriented
- Demonstrated standard for high quality work
- Good computer, communication, and customer service skills
- Demonstrated focus on safety

### Other Requirements:

- Other requirements may include: opening or closing of school facilities, flexibility in scheduling as necessary, including some night and weekend work, and additional training in areas deemed necessary.
- Other duties may be required as needed.