



Adrian Dominican Sisters

## JOB DESCRIPTION Maintenance Specialist

Issue Date: 5/1/97	Rev. No. 2	Rev. Date: 11/1/07	Page 1 of 2	Approved By: <i>Judith Rimbey, OP</i>
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**DEPARTMENT:** Maintenance

**REPORTS TO:** Director of Maintenance

**FLSA:** Nonexempt

### **GENERAL SUMMARY:**

Performs work associated with general maintenance including painting and repair of buildings and equipment consistent with the mission, vision, and values of the Adrian Dominican Sisters.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Works with other maintenance department members on major repairs and construction projects.
2. Paints designated facilities, (e.g., hallways, offices, parlors, etc.).
3. Makes appropriate repairs such as replacing light bulbs, stopped drains, etc.
4. Maintains electrical equipment and appliances.
5. Observes, maintains, and keeps clean emergency power equipment.
6. Installs and repairs toilets, wash stands, lavatory equipment, radiators, etc.
7. Completes general carpentry work.
8. Repairs glass, windows, screens, furniture, etc.
9. Assists other members of the maintenance department as directed.
10. Maintains shop, equipment, and work area in a clean and safe manner.
11. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing safety and health while performing duties.
12. Performs other duties as assigned by the Supervisor.

## Maintenance Specialist

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### REQUIREMENTS

#### **Education:**

- High school graduate or equivalent.

#### **Experience:**

- 3-5 years experience in the general mechanical field or facilities maintenance.
- 3-5 years utilizing the skills and abilities listed below.

#### **Knowledge, Skills, and Abilities:**

- Ability to understand and carry out oral and written instructions.
- Ability to work with others.
- Ability to work independently.
- Ability to effectively deal with a variety of personalities in a tactful and professional manner.
- Ability to use hand and power tools.

#### **Physical:**

- Ability to sit, stand, and walk up to 8-hours per day.
- Ability to frequently bend, stoop, reach, climb, and lift up to 50 pounds.
- Must be sighted and capable of hearing.

### WORKING CONDITIONS:

- Works on entire campus, and other Adrian Dominican Sisters properties.
- 80-hours per pay period.

### ACCOUNTABILITY:

Accountable to: Director of Maintenance

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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Co-Worker (print)

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Co-worker (sign)

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Supervisor

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Date