

Maintenance Worker

Purpose and Objective of the Position

The Maintenance Technician ensures that shared facilities are well-maintained and provide a safe, functional, and pleasant environment for occupants and users.

Essential Duties and Responsibilities of the Position

- 1) Completes assigned work orders.
- 2) Assist in performing routine maintenance tasks, such as repairing, cleaning, and painting facilities.
- 3) Report any malfunctioning equipment or tools to senior maintenance personnel.
- 4) Maintain maintenance records and documentation of work performed.
- 5) Cleans and lubricates parts of machinery.
- 6) Provide support to experienced maintenance technicians on larger projects and repairs.
- 7) Oversees the care and function of the vehicle Fleet.
- 8) Assists with yard work.
- 9) Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data, and applying it to improve practices and outcomes.
- 10) Performs other duties as may be assigned by the supervisor.

JOB SPECIFICATIONS

Direct Reports (Positions directly supervised by this position) No supervisory responsibilities.

Working Conditions (Regularly scheduled evenings/weekends, irregular shifts, on-call duties, travel, etc.) Following are particular working conditions that are associated with this position:

Varying shifts

This position is Monday-Friday from 9 AM- 5 PM. Mandatory weekend rotation of on-call Occasional exposure to blood and bodily fluids Regular exposure to wet and/or humid conditions.

Frequent exposure to moving mechanical parts and high, precarious places

Frequent exposure to fumes or airborne particles and toxic or caustic chemicals

Moderate noise level.

Regular exposure to extreme weather conditions and risk of electrical shock

Minimum Skills / Qualifications

High School Diploma

Be team-oriented and able to work independently.

Required Certifications/Training

Safe Environment Program – Archdiocese of St. Louis

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to effectively present information in one-on-one and small group situations to residents and employees

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percentage.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical / Mental Demands

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to.

Regularly required to stand and talk or hear.

Regularly required to use hands to finger, handle, or feel and reach with hands and arms. Occasionally required to taste or smell.

Occasionally required to walk and sit.

Regularly required to climb, balance, or stoop; kneel, crouch, or crawl; Regularly lift and/or move up to 50 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other reasonable and related duties requested by their supervisor.

To Apply

Candidates should submit a resume and cover letter to Abbey Ross at aross@gsstl.org.