



## Position Description

Title: Inside Building Maintenance-HVAC & Electrical  
Reports to: Director of St. Francis Catholic Services Corporation  
Originally Written: 01/15/2024 Revised:

### Position Summary:

Performs the on-site HVAC and electrical work of the complex. Performs maintenance and necessary repairs to the plant and equipment therein not covered by outside contracts. Diagnoses problems with mechanical equipment. Oversees the installation of key pieces of equipment, i.e., air conditioning, heating, water softeners, refrigeration, laundry, and food service equipment.

### Responsibilities include but are not limited to:

#### Electrical:

##### Installation and maintenance

Installs, repairs, replaces, and tests electrical circuits, equipment, and appliances using appropriate tools and testing equipment.

- a. Replaces faulty switches, sockets, and other simple elements of the electrical system.
- b. Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications.
- c. Ensures that all circuits are properly protected, and all motors have appropriate starting circuits to absorb initial starting surge.
- d. Ensures that all ground fault circuits are working properly and that major circuit breakers are properly marked as to the circuits they control.

#### HVAC:

##### Repairs, Installation & Maintenance

- a. Checking, cleaning, and/or change filters in fan, coil units, furnaces, and air handlers.
- b. Checking and cleaning coils on refrigeration and air-conditioner units.
- c. Checking and cleaning all vents.
- d. Changing light bulbs as needed.
- e. Changing smoke detector and clock batteries.
- f. Testing and treating heating and cooling water loops, testing, and treating cooling towers and maintaining water softeners.
- g. Installing, repairing, and overhauling pumps and heat exchangers; removing and replacing coils; replacing valves and associated equipment on steam system or boilers.

- h. Installing and repairing valves fittings, cut bends, thread pipes associated with supply, drainage gas, heating, and air conditioning piping.
  - i. Installing, inspecting, repairing, and operating refrigeration, cooling, and air-conditioning systems and equipment to ensure all are functioning properly.
  - j. Replacement of air handlers, boilers, condensing units, and other HVAC equipment as needed.
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- 1. Recordkeeping
    - a. Maintains department records, report manuals, and files as required.
  - 2. Miscellaneous
    - a. Assists other staff as needed, which may include shift coverage.
    - b. May drive company vehicles to run errands as requested both on site and off site.
    - c. May be required to do snow removal and ice control if needed.
    - d. Required to carry and respond using on-site phone and/or two-way radio.
    - e. Responds and assists with fire alarm emergencies.
    - f. Required to be available for on call emergencies,
    - g. Performs other duties as assigned or requested.
  - 3. Work Ethics and Interpersonal Relationships (At all times)
    - a. Works within scope of authority adhering to rules, regulations, and policies.
    - b. Portrays favorable organizational image with outside contacts.
  - 4. Safety/Body Mechanics (At all times)
    - a. Practice good, safe work habits and follows all safety mandates, expectations, and regulations.
    - b. Reports all unsafe conditions and injuries to Director or Associate Director.

Relationships:

Interacts routinely with lessees, staff, outside contractors, sales, and delivery people.

Qualifications:

- 1. Educational: High School graduate or equivalent.
  - a. Possesses an ability to use hand tools and electric testing equipment.
  - b. Vocational training in air-conditioning, refrigeration and/or steam powerhouse operations may be required.
- 2. Experience: A good mechanical knowledge. Vocational training with one to two years of on-the-job training, or four to five years of experience in building and mechanical maintenance.
  - a. Familiar with communications test equipment to troubleshoot cable installations and communications facilities.
  - b. May need four to five years of on-the-job training or six to seven years of experience in building, mechanical, refrigeration, air-conditioning, and plumbing maintenance.

3. Personal:

- a. Must adhere to the St. Francis Catholic Services Corporation code of conduct and agree to represent the teachings of the Catholic Church.
- b. Practices safety and precautionary measures when maintaining the physical plant and/or equipment.
- c. Must be able to work cooperatively with others.
- d. Able to change tasks throughout the workday as required.
- e. Attends all meetings as required.
- f. Performs other duties as assigned or requested.
- g. Must be willing to work independently without direct supervision.
- h. Valid Illinois driver's license and good driving record.

Working Conditions:

- 1. Heavy physical effort: lift/carry up to 50 lbs., push up to 30 lbs., and pull up to 45 lbs.
- 2. Must be able to accept an environment with fumes, temperature changes, and noise.
- 3. Must display good manual dexterity and mobility.
- 4. Frequent and prolonged standing, walking, stooping, bending, kneeling, crouching, and reaching.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.