



Position Description

Title: General Maintenance Position
Reports to: Director of St. Francis Catholic Services Corporation
Originally Written: 01/03/2022 Revised: 03/21/2024

Position Summary:

Performs maintenance and necessary repairs to the plant and equipment therein not covered by outside contracts. Examines, cleans, lubricates, adjusts, and diagnoses problems with mechanical equipment. Installs key pieces of equipment; i.e., air conditioning, heating, water softeners, refrigeration, laundry, and food service equipment. Diagnoses communication service problems and makes repairs or coordinates service with the appropriate outside service vendor. Performs various janitorial duties.

Responsibilities:

1. Repairs, Installation & Maintenance, may include any or all of the listed responsibilities:
 - a. Checks, cleans, and/or changes filter in fan, coil units, furnaces, and air handlers.
 - b. Checks and cleans coils on refrigeration and air-conditioner units.
 - c. Checks and cleans all vents.
 - d. Checks and cleans downspouts and gutters.
 - e. Changes light bulbs as needed.
 - f. Changes smoke detector and clock batteries.
 - g. Assist with repairs and overhauls pumps and heat exchangers, removes and replaces coils, and replaces valves and associated equipment on steam systems or boilers.
 - h. Repairs valves, fixtures, fittings, cuts bends, threads pipes associated with plumbing supply, drainage, gas, heating and air conditioning piping.
 - i. Inspects, repairs, and operates refrigeration, cooling, and air conditioning systems and equipment to ensure all are functioning properly.
 - j. Maintains and repairs bar screens, and lift station to meet all local and state codes.
 - k. Installs and repairs doors, hardware, locks and handicapped entry equipment.
 - l. Installs, repairs, and overhauls pumps and heat exchangers; removes and replaces coils; replaces valves and associated equipment on steam system or boilers.
 - m. Installs and repairs valves fittings, cut bends, thread pipes associated with supply, drainage gas, heating and air conditioning piping.
 - n. Repairs furniture, appliances, floors, walls, ceilings, and windows as needed.
 - o. Repairs all curtain rods, blinds, and window treatments throughout the facility.
 - p. Works with outside Maintenance team when needed to maintain grounds and landscape beds.
 - q. Maintains hard surface floors.
 - r. Understands, operates, and makes changes to the building automated system. Must be able to make schedules to enhance the energy usage and to ensure the comfort of employees, tenants, and guests.

2. Recordkeeping
 - a. Maintains department records, report manuals, and files as required.

3. Telecommunications
 - a. Assists with maintenance and repair of installed computer cabling as requested.
 - b. Assists with installation of new computer hardware as requested.
 - c. Assists with programming telephone systems as requested.

4. Miscellaneous
 - a. Assists other staff as needed, which may include shift coverage.
 - b. Provides an escort service from building to building or building to parking lot for employees, guests and/or any person making the request furnishing a safe and courteous environment.
 - c. May drive company vehicles to run errands as requested both on site and off site.
 - d. May be required to do snow removal and ice control.
 - e. Required to carry and respond using on site phone and/or two-way radio.
 - f. Responds and assists with fire alarm emergencies.
 - g. Required to be in the "on call" rotation, must carry company cell phone and laptop to maintain the automated building system or respond in person to diagnose problem/make repair.
 - h. Performs other duties as assigned or requested.

5. 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.

6. 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 immediate supervisor.

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.
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.
3. Personal:
 - a. Must adhere to the diocesan 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 be relieve night maintenance and 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.