

**SAINTJOHN'S COMMUNITIES
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician 2
REPORTS TO: Maintenance Supervisor
STANDARD PRECAUTIONS: Category I
FLSA CATEGORY: Non-Exempt-Hourly
JOB CODE: 31

JOB OBJECTIVE:

Provides general maintenance to high rise structures encompassing over 900K square feet. The structures include independent living apartments, assisted living, skilled care, extensive amenities, administrative and support services. Works with members of the Community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. High school diploma or GED.
2. Minimum of two years' experience in a maintenance related field.
3. Developed knowledge base and skill set in a minimum of three areas of facility maintenance through either formal training, work experience, or a combination of the two
4. Demonstrate an aptitude for all things mechanical.
5. Must possess CPO certification or acquire within 6 months of employment.
6. Must possess OSHA 10 Hour General Industry training or acquire within 1 year of employment.
7. Must be able to work independently with minimal supervision.
8. Must demonstrate good written and verbal communication skills; must be able to read, speak and write English.
9. Must have basic computer skills; ability to log in, navigate, save documents, enter data, etc.
10. Must have and maintain a valid Wisconsin Driver's License.
11. Must be highly professional in actions and attire, have excellent customer service skills, be honest, dependable and exhibit a warm, cheerful, caring manner and desire to work with and serve older adults.
12. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements and be accessible to handle problems that may arise outside regular work hours.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

1. Responsible for performing a highly diversified range of maintenance tasks including but not limited to:
 - a. Wall & ceiling repairs, painting and wall coverings.
 - b. Basic flooring repairs (all types)
 - c. Suspended ceiling repairs and tile replacement
 - d. Ceramic tile repairs and grout maintenance
 - e. Installation and repair of specialties such as handrails, grab bars, dispensers, etc.
 - f. Caulking and weather-stripping installation & repair
 - g. Basic carpentry related repairs including cabinetry, doors, windows & molding.
 - h. Basic plumbing tasks including opening clogged drains, replacing aerators, fix dripping faucets and replacing toilet seats.
 - i. Basic electrical tasks including changing light bulbs, changing ballasts, changing light fixtures, determining cause & resetting tripped breakers
 - j. Basic HVAC tasks including changing filters, lubricating motors, cleaning ductwork, and cleaning coils.
 - k. Replace PTAC units.
 - l. Appliance installation and repair, furniture assembly & repairs and basic medical equipment assembly & repair (wheelchairs, beds, etc.)
2. Responsible for maintaining mechanical equipment rooms including routine rounds, PM tasks, removal of clutter and cleaning.
3. Through knowledge of the VIGIL system, installation, batteries and troubleshooting.

4. Responsible for cleaning, testing, and adding chemicals to indoor swimming pool and spa.
5. Responds to fire alarms, emergency assistance calls and violet intruder calls. Participates in fire drills.
6. Assists Groundskeeper with snow removal operations.
7. Assists in-house skilled trades as requested and provides assistance as needed (set-ups, vehicle service, dumpster rotations, security functions, etc.)
8. Ensures that all work is performed in accordance with all applicable codes and regulations and with the highest level of quality workmanship.
9. Works cooperatively with residents, families, volunteers, visitors and all levels of staff to see Saint John's strategic objectives and daily tasks accomplished.
10. Conveys and communicates timely departmental and/or operational issues to the Maintenance Supervisor.
11. Complies with all Saint John's safety, security, infection control and hazardous materials policies and procedures. Maintains confidentiality of department and organization information.
12. Assures that all resident rights are always maintained. Reports any violations or suspected deviations immediately, according to Saint John's policy.
13. Works cooperatively with residents, families, volunteers, visitors and all levels of staff.
14. Attends meetings and in-service programs.
15. Responds to building related emergencies.
16. Responsible for continued self-improvement through formal education, training, seminars and active participation in professional or related organizations.

PERSON CENTERED CARE / PROFESSIONAL INTEGRITY AND RESPONSIBILITY:

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is primarily performed indoors throughout the facility. The work areas are well lighted. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 10 degrees on either side of the norm of 72 degrees. Work is occasionally performed outdoors especially during the winter season. Lighting and temperature will vary, depending on the weather and the season. There is occasional exposure to dust, harsh chemicals, hazardous materials, bodily injury/illness.

EQUIPMENT USED:

Computer & printer, mobile devices, hand & power tools, ladders & scaffolding, wood shop tools, metal shop tools, specialty tools, snow removal equipment, pickup truck and general PPE.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTION:

Physical Strength: Must be able to push/pull/lift up to 20 pounds frequently and up to 50 pounds occasionally.

Manual Dexterity: Must be able to frequently use hands arms for moderately difficult manipulation.

Coordination: Must be able to frequently perform tasks which require continuous action of muscles or muscle groups and good foot and/or hand-eye coordination.

Mobility: Must be able to continuously walk, must be able to frequently stand; squat, climb stairs, bend to the

floor, kneel, twist and reach above shoulder level.

Speech: Must be able to speak clearly and articulate in face -to -face interactions and by phone.

Emotional Stability: Must be able to deal effectively with Moderate-High level of stress when working with residents, clients, working with difficult employee situations, multiple tasks/priorities, noise, interruptions, and State/Federal/Local governmental agencies and regulations.

Vision: Must be able to see objects clearly and be able to frequently discriminate colors.

Hearing: Must be able to hear normal sounds and voices with some background noise.

Touch: Must be able to frequently make assessments of equipment based on touch.

Smell: Must be able to continuously make assessments based on smell.

Concentration: Must be able to concentrate on moderate / fine detail frequently and with constant interruption.

Attention Span: Must be able to frequently attend to task/function for more than 60 minutes at a time.

Conceptualization: Must be able to understand and relate to specific ideas, generally several at a time; and understand and relate to concepts behind specific ideas and relate to theories behind several related concepts.

Memory: Must be able to remember multiple verbal and written tasks/assignments given at beginning of a period extending over long periods of time (months).

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:

Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor Signature:

Date:

Revised: 8/2021