



MARYMOUNT INTERNATIONAL SCHOOL ROME
JOB DESCRIPTION



Position: Maintenance Technician (Plumbing, Electrical, and General Maintenance)

Reports to: Director of Operations

Job Description:

We are looking for a versatile Maintenance Technician with specialized skills in plumbing and electrical systems, coupled with a commitment to working in a team involved in the maintenance of our campus. The successful candidate will work in a team maintaining the overall functionality, safety, and appearance of our campus.

Duties and Responsibilities:

1. Plumbing Maintenance:
 - Identify and repair plumbing issues, including leaks, clogs, and faulty fixtures.
 - Install, repair, and maintain plumbing components, such as pipes, faucets, etc.
 - Respond to emergency plumbing situations and provide timely solutions.
2. Electrical Maintenance:
 - Troubleshoot and repair electrical problems, including wiring, circuits, and electrical appliances.
 - Install and maintain electrical components, such as switches, outlets, and lighting fixtures.
 - Ensure compliance with electrical codes and safety standards.
3. General Maintenance:
 - Perform routine maintenance tasks, including painting, carpentry, and landscaping.
 - Inspect and repair doors, windows, and other structural elements.
 - Collaborate with other team members to address diverse maintenance needs across the campus.
4. Event Preparation:
 - Work collaboratively in a team to set up and arrange event spaces, ensuring they meet the specific needs outlined in the school calendar.
5. Team Collaboration:
 - Work collaboratively with the maintenance team to achieve shared goals and objectives.
 - Work effectively with the team leader in completing tasks.
 - Contribute to a positive and inclusive team environment.
6. Preventive Maintenance:
 - Work collaboratively in preventive maintenance for plumbing, electrical, and general maintenance tasks.
 - Conduct regular checks to identify potential issues and address them proactively.
 - Keep accurate records of all maintenance activities and report any significant findings.
7. Emergency Response:
 - Be available for on-call duties to address urgent maintenance issues outside regular working hours.
 - Respond promptly to emergency situations, assess the problem, and implement effective solutions.



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Qualifications:

1. Proven experience as a Maintenance Technician with expertise in plumbing and electrical systems.
2. Strong knowledge of plumbing and electrical systems, codes, and regulations.
3. General maintenance skills, including carpentry, painting, and landscaping.
4. Ability to diagnose and repair issues in a timely and efficient manner.
5. Excellent troubleshooting and problem-solving skills.
6. Strong attention to detail and commitment to quality workmanship.
7. Good communication and interpersonal skills.
8. Ability to work independently and collaboratively in a team.

Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature: