



**DE SMET JESUIT**

## **JOB DESCRIPTION**

**Title:** Facilities Maintenance Technician

**FLSA Status:** \_\_\_ Exempt  Non-Exempt \_\_\_ Non-Exempt - Part-time

### **Job Summary:**

Performs a variety of activities to maintain, repair and replace plant equipment and facilities following established procedures and receiving direction from Director of Facilities Services

### **Specific Responsibilities:**

- Regularly inspect equipment, systems, and facilities and diagnose or report maintenance or repair concerns
- Perform routine or scheduled non-skilled preventative maintenance and upkeep of equipment, systems, and facilities, such as replacing light bulbs, replacing filters, plunging toilets, cleaning of equipment and systems
- Perform semi-skilled repairs to equipment, systems, and facilities as observed, customer requested, or directed, such as replacing bathroom fixtures, lighting fixtures
- Perform skilled preventative maintenance and repair of mechanical, electric, or hydraulic systems, and equipment under the direction of the Director of Facilities Services, such as repairing HVAC equipment
- Assist in removal of old equipment and set-up of new equipment under the direction of the Director of Facilities Services
- Perform minor carpentry, painting of equipment, systems and facilities such as replacing broken door handles or locks, window repair or replacement, drywall repair
- Assist in construction projects, including working with contract personnel as required
- Operate material handling equipment, moving equipment, and other power equipment and hand tools

- Clear snow, ice, and debris from lots and building entranceways as needed
- Assist with vehicle cleaning, maintenance, and repair as needed
- Assist with set-up and maintenance in preparation for campus events
- Assist Grounds and Custodial as needed
- Other responsibilities as assigned

**Supervision Exercised:**

None

**Supervision Received (title of supervisor):**

Director of Facilities Services

**Minimum Qualifications:**

High School Diploma or equivalent

At least two years of experience in building or equipment maintenance or repair

**Additional Preferred Qualifications:**

Post-secondary technical or trade school, certification in a trade

Demonstrated ability to read blueprints or building schematics

**Physical Requirements:**

Must be able to spend up to 8 hours standing, sitting, bending, twisting, or turning, using arms or hands to reach, handle, and manipulate objects or equipment

Must be able to climb up and down ladders, scaffolds, and other climbing devices

Must be able to lift items weighing up to 50 pounds

**Unusual or Disagreeable Working Conditions:**

May have to work in extreme heat or cold, dirty or wet conditions