



DE SMET JESUIT

JOB DESCRIPTION

Title: Facilities Maintenance Technician **FLSA Status:** Exempt Non-Exempt
 Non-Exempt - Part-time

Job Summary:

Following established procedures, performs a variety of activities to maintain and repair facilities and equipment

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, such as repairing HVAC equipment
- Assist in removal of old equipment and set-up of new equipment
- 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):

Senior Director of Operations

Minimum Qualifications:

High School Diploma or equivalent

At least two years of experience in building and 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 hot, cold, dirty or wet conditions