

POSITION DESCRIPTION:	Maintenance Technician III
DATE:	July 9, 2021
REPORTS TO:	Maintenance Supervisor
CLASSIFICATION:	Full-time; Non-Exempt
SUPERVISES:	N/A

GENERAL SUMMARY: The Maintenance Technician III performs a variety of skilled and semi-skilled maintenance duties related to the installation, maintenance and repair of heating, cooling, ventilation and related systems. This position also assists with maintenance duties for the repair, testing, inspection, installation and preventive maintenance of equipment/machinery, appliances and building fixtures. Performs duties of other Maintenance and Grounds positions as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Monitor, adjust and utilize the building automation systems to efficiently operate the HVAC equipment in order to provide a comfortable environment for the building occupants.
3. Perform inspections and conduct periodic general preventive maintenance on the building mechanical, electrical, and plumbing systems. This involves normal lubrication, adjustment cleaning, water treatment, and periodic testing of equipment including but not limited to chillers, cooling towers, pumps, air handling units, boilers, VAV boxes, variable frequency drives, water heaters and air compressors.
4. Perform diagnostic testing, replace compressors, installation and repairs of a large variety of air conditioning, ventilation and heating systems equipment.
5. Perform daily/weekly tours of mechanical spaces, public areas, roofs, electrical systems.
6. Respond to service call requests for HVAC, plumbing, electrical, and provide support for co-workers when needed.
7. Fill out daily equipment logs and perform visual inspections of all building mechanical and life safety equipment to ensure normal operation.
8. Perform routine rounds/inspections of facilities. Report and/or take corrective action of observed facility repair needs. Performs scheduled preventative maintenance.
9. Adhere to written work schedules, and/or verbal assignments. Perform quality work which is free from defects.
10. Attend and participate in scheduled in-service training.

11. Respond to, prioritize and complete assigned work orders via the CMMS work order tracking system.
12. Properly maintain and use assigned equipment in a safe, appropriate manner. Maintain shops, equipment and facilities in a clean, orderly condition.
13. Perform tasks in a safe manner. Use required personal protective equipment.
14. Perform a variety of skilled, semi-skilled, and unskilled duties as assigned.

SKILLS AND ABILITIES REQUIRED:

1. Working knowledge of federal, state and local regulations, e.g. OSHA, Right to Know, Confined Spaces, Hazardous Waste, IAQ, Lock-Out/Tag-Out, etc.
2. Excellent verbal and written communication skills.
3. Computer skills necessary to access equipment repair/maintenance records.
4. Ability to read & interpret electrical, plumbing, structural drawings and schematic diagrams as required to minimize downtime of equipment.
5. Working knowledge of other trades such as: sheet metal, fire dampers, zone control, airflow volume, plumbing systems, electrical circuits, solenoid valves, transformers, timers, etc.
6. Proficient in all types of soldering and brazing techniques. Well versed in various test equipment.

WORKING CONDITIONS:

1. Regular standing, stooping, bending, lifting, pushing, reaching and kneeling.
2. Ability to lift objects up to 70 pounds.
3. Extreme conditions in temperature and precipitation.
4. Ability to climb ladders.
5. Use of chemicals, e.g. drain maintainers, etc. with associated odors and hazards.

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Two years of vocational training in HVAC service required; Journeyman certification preferred. Additional training in basic electrical, plumbing, and carpentry a plus.

3. At least 5 years of demonstrated, related work experience in commercial HVAC experience in troubleshooting, repair, installation operation and maintenance.
4. Must possess an EPA 608 Universal certification.
5. Ability to obtain and maintain a valid Ohio driver's license and a driving record acceptable to the Sisters of St. Francis.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned by Leadership.

To apply, please send current resume to Brandy Bouyer at bbouyer@sistersosf.org or to the following address:

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