

# STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

## JOB DESCRIPTION (MAINTENANCE TECHNICIAN)

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JOB TITLE: MAINTENANCE TECHNICIAN  
DEPARTMENT: ENGINEERING  
CLASSIFICATION: NON-EXEMPT  
REPORT TO: Supervisor

### I. BASIC FUNCTIONS

- Responsible for performing diversified duties to install, troubleshoot, repair and maintain facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the sites business goals and objectives.
- Performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge in such trades as painting, carpentry, plumbing masonry, and electrical work.
- Perform general maintenance duties as required by the Supervisor and Director of Engineering.

### II. CHARACTERISTICS RESPONSIBILITIES

- Assist the Journeymen in performing required tasks.
- Help with diagnosis of problems and replacement or repair of parts. Report unsafe and any unusual situations to proper supervision.
- Perform diversified duties to install and maintain production machines and the plant facility's equipment
- Provide emergency/unscheduled repairs of equipment during production and performs scheduled maintenance repairs of equipment during machine service
- Perform maintenance checks of the building and grounds of the facility and perform regular preventive maintenance on machines, equipment and plant facilities
- Perform a variety of plumbing maintenance and carpentry functions
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Move equipment; arrange parts, and sort equipment and supplies
- Make recommendations for tools, equipment and parts
- Inspect fire extinguisher, test fire alarm system, emergency operators, boilers and support equipment in order to ensure safety
- Attend meetings and perform rounds as required
- Comply with safety regulations and maintain clean and orderly work areas
- Clean mechanical rooms and equipment to make sure they are maintained in a safe operating condition
- Perform other duties and assume responsibilities as requested by supervisor

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### III. WORKING CONDITIONS/PHYSICAL EXERTION

- Work in all areas of building complex and outside of building complex
- Position entails walking, stooping climbing, lifting and exposure to chemicals, fuel, oil and heat
- Will be required to handle heavy objects, and work in all kinds of weather conditions

### IV. DUTY HOURS

- Minimum of 40 hours per week, or whatever is required for efficient job performance
- May be required to stay over during work day to respond to emergency problems
- May be required to work weekends as required
- Is classified as non-exempt and is eligible for overtime pay as approved by immediate supervisor

### V. MINIMUM ENTRY QUALIFICATIONS

- Requires a high school diploma/GED
- Completion of a craft apprenticeship preferred
- Valid driver's license
- Must be highly motivated and able to work independently

### VI. SUPERVISION RECEIVED

- Supervisor Engineering

### VII. SUPERVISION EXERCISED

- None

### VII. PERSONAL INTERACTIONS

- Interact with all staff in the completion of repairs, must be cordial, professional and present an attitude that is responsive to concerns

I, \_\_\_\_\_ have read the above job description and fully understand the conditions set forth therein. I will perform the duties of MAINTENANCE TECHNICIAN to the best of my knowledge and ability. I have received a copy of this job description.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_