



POSITION DESCRIPTION

TITLE: Grounds & Building Maintenance Assistant

Exempt

FLSA: Non-

GENERAL SUMMARY

The Grounds & Building Maintenance Assistant performs a variety of tasks related to the maintenance and repair of the buildings and grounds of the Sisters of St. Francis in coordination with the Maintenance Manager. The Grounds & Building Maintenance Assistant also performs functions relating to various trades within his/her skills and abilities, such trades may include automotive repair, electrical, heating, carpentry, painting and plumbing.

The Grounds & Building Maintenance Assistant carries out the responsibilities of the position according to the highest standards of ethical and moral conduct. The Grounds & Building Maintenance Assistant fully supports and is guided by the mission and charism of the Sisters of St. Francis, works with a team spirit and always acts in the best interests of the congregation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Integrates the mission and charism of the Sisters of St. Francis in all maintenance initiatives and serves as a role model in a positive manner in all business interactions within the organization and when representing the Sisters to the outside community.
2. Performs routine maintenance on the interior and exterior of the buildings of the Sisters of St. Francis.
3. Performs routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the buildings does not deteriorate.
4. Assists with preventive maintenance of building heating and cooling equipment.
5. Inspects all equipment and systems regularly for proper functioning and safety.
6. Performs inspections and preventive maintenance of vehicles and equipment. Maintains records of maintenance performed on vehicles. Must maintain a valid driver's license through the state of Ohio for operating company vehicles.
7. Performs general groundskeeping tasks including mowing, trimming, weed control, seeding, removal of snow by hand or machine, and the maintenance of groundskeeping equipment.
8. Rotates weekends and holidays on call for snow removal and any other emergency maintenance issues.
9. Performs a variety of carpentry, plumbing and electrical functions within ability.
10. Paints or repairs roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
11. Maintains shop, equipment, work areas and storage areas in a clean and safe manner.
12. Assists with the moving of equipment, furniture, deliveries, etc.
13. Fosters a spirit of hospitality for Motherhouse residents, staff and visitors.

14. Maintains current knowledge base through participation in professional organizations, workshops, classes or reading of related professional publications.
15. Responsible for knowing and adhering to the Sisters of St. Francis personnel policies and safety procedures.
16. Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment and the achievement of safe working practices.
17. Attends all required training, in-service and staff meetings.
18. Assists in other tasks, as appropriate, and works as a team member in achieving Motherhouse goals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Associates degree in a related field and/or 3-5 years demonstrated maintenance experience.
2. Experience driving a truck, tractor and lawn mower. Must have a valid driver's license.
3. Experience handling electrical, mechanical and plumbing breakdowns a plus.
4. Self-starter who takes initiative and is able to work both independently and cooperatively as a team member depending on the project.
5. Ability to operate a variety of tools and power equipment.
6. Ability to approach people in a manner which creates harmony and promotes cooperation.
7. Ability to comprehend and utilize professional education materials, and willing to update required development skills.
8. Physical strength and ability to perform tasks.
 - a. Ability to bend, squat, kneel, climb stairs and ladders, and reach above shoulder level.
 - b. Ability to push, pull and lift objects weighing 50 pounds.
 - c. Requires eye-hand coordination, physical strength and manual dexterity sufficient to operate equipment.
 - d. Requires prolonged standing and walking.

WORKING CONDITIONS

- Weekend, evening, and holiday work may occasionally be required. May be required to work some overtime.
- Exposure to extreme temperatures.
- Work may be noisy, dirty, dusty, and greasy and can be physically strenuous.

ACCOUNTABILITY

The Grounds & Building Maintenance Assistant is directly accountable to the Maintenance Manager.

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____

Date: _____

Supervisor: _____

Date: _____