



## BETHANY ST. JOSEPH CORPORATION

### JOB DESCRIPTION

**JOB TITLE:** Maintenance Specialist  
**DEPARTMENT:** Community Services  
**SUPERVISED BY:** Community Services Maintenance Supervisor  
**EFFECTIVE DATE:**  
**ORIGINAL/REVISED/REVIEWED:** 10-27-03/1-15

#### JOB SUMMARY

Demonstrate a commitment to BSJ Corporation (BSJC) and accept personal responsibility for the care and maintenance of Corporation properties and equipment.

#### JOB FUNCTIONS

##### A. MAINTENANCE OF BUILDINGS, SYSTEMS, EQUIPMENTS AND GROUNDS

1. Complete work and assignments under the direction of the supervisor, requesting direction, guidance and assistance as necessary.
2. Create and maintain standards and/or preventive procedures that address the operations of operational systems, care and upkeep of the facilities, systems, equipment and grounds.
3. Maintain facility/building plans; document improvements.
4. Maintain manufacturer's systems and equipment plans; document improvements.
5. Follow preventative maintenance program for facilities and equipment.
6. Follow up on routine and non-routine activities and services. Maintain records as required.
7. Assess buildings, grounds and systems for problems or concerns. Investigate mechanical breakdowns and failures to determine cause.
8. Maintain grounds of facilities including but not limited to raking, mowing, watering, trimming, applying fertilizer, weed control, landscaping and trimming of trees and shrubs.
9. Remove snow by hand, equipment and vehicle.
10. Provide repair work as requested through written maintenance request slips.
11. Use power scrubbing and buffing machines to scrub, strip and/or wax floors.
12. Use power shampooing equipment for shampooing carpeted areas and furniture.
13. Perform light duty plumbing (e.g. unclogging toilets and drains, repairing leaky faucets)
14. Paint and patch walls and ceilings (touch up and complete.)
15. Change lighting as required.
16. Maintain inventory control and storage.
17. Working in concert with the maintenance supervisor, utilize approved vendors and evaluate vendor quality, service and cost.
18. Follow guidelines and procedures regarding purchasing.
19. Maintain a system of record keeping for warranty data and information.
20. Assist as needed in implementation and recording of fire drills and sprinkler systems
21. Keep maintenance work areas clean and organized, including removal and disposal of trash.

B. COMMUNICATIONS AND SUPERVISION

1. Provide support and cooperation to supervisor and staff.
2. Inform supervisor in a timely manner of any safety hazards, equipment malfunctions, or abnormal noises for building equipment, tools, vehicles or yard equipment.
3. Participate in the orientation and training of new maintenance staff.
4. Respond timely and appropriately to the needs of tenants, staff and others.
5. Provide support and cooperation with all other departments.
6. Facilitate staff communication within the team, other staff and tenants.
7. Actively participate in staff meetings to provide organizational information, feedback and support as well as solicit opinions and consult with the team.
8. Participate in ongoing changes to facilities and services.
9. Attend departmental meetings and other committee or assigned meetings.

C. REGULATORY AND GENERAL

1. Comply with appropriate local, state, and federal regulatory and accrediting body standards, BSJC Policy and Procedure and various facility protocols.
2. Aid in maintaining all systems and conduct routine drills as required.
3. Ensure a safe and sanitary environment for tenants, visitors and staff.
4. Follow safety practices and standards of the corporation and ensure staff do the same.
5. Aid in maintaining facility security.
6. Adhere to confidentiality standards.
7. Adhere to dress code and hygiene guidelines.

D. MISCELLANEOUS

1. Participate in the maintenance staff on-call rotation, subject to specific on-call policies and procedures
2. Refuse any gratuity, discount, or any sort of in-kind remuneration

SPECIFIC QUALIFICATIONS

1. Demonstrated positive leadership
2. Self-directed
3. Good judgment
4. Verbal and written communication skills
5. Organized

KNOWLEDGE REQUIREMENTS

1. Establishing priorities
2. Time management
3. Cost and time efficient problem solving
4. Cost effective purchasing
5. General knowledge in electrical, plumbing, boilers, HVAC and carpentry
6. Knowledge of maintenance type equipment (mowers, snow blowers, et al), central kitchen appliances, etc.
7. Ability to develop and maintain effective working relationships
8. Maintain a valid non-probationary driver's license and be insurable at all times

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Frequent walking and standing
2. Occasional pushing, pulling, bending, twisting, reaching, squatting, kneeling and climbing
3. Lifting up to 75 pounds
4. Exposure to a variety of weather conditions
5. Flexible hours
6. Possible exposure to chemicals, shampoos, salts, gasoline, oils, grease and chemicals associate with lawn care
7. Possible exposure to blood, body tissue and other potentially infectious fluids, tenant infections and diseases
8. Repetitive, accurate and detailed record keeping
9. Work under time constraints and meet deadlines
10. Frequent use of speech and hearing

This job description is not intended to be all-inclusive. The employee will also perform other related business duties as assigned by the administrator or other management. Bethany St. Joseph Corporation reserves the right to revise or change job responsibilities, duties and hours as the need arises. This job description does not constitute a written or implied contract.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Bethany St. Joseph Corporation is an Equal Opportunity Employer.