

JOB DESCRIPTION

Title: Maintenance Staff : General / Back-up Boiler Technician

FLSA: Non exempt

General Summary

Assists Maintenance Supervisor in the maintenance of the entire complex, as designated on a day-to-day basis. Also assists by being the back-up Boiler Technician that operates three boilers so as to keep water available and steam power functioning at all times. Gives witness to the Franciscan Values of Responsible Stewardship and to the respect for the Value of the Individual.

Duties and Responsibilities:

- Receives assignments daily.
- Assist with repairs and maintenance for the facility in task related to: facility structure, power systems, plumbing, interiors (remodeling, furniture relocation, etc.), sanitation, grounds, snow plowing, minor furniture / appliance repair, etc.
- Numerous other tasks as required.

As appropriate to the shift worked as Boiler back-up:

- Start boilers each morning
- Shut down boilers each evening
- Blows boilers down on the established schedule
- Takes and runs water samples daily
- Maintains adequate levels of water softener and other chemicals
- Tests generators weekly
- Assist with boiler maintenance as required
- Performs other task as required.

Qualifications:

- Ability to follow instructions
- Ability to communicate to Co-workers and management
- Ability to do manual labor - reaching and stooping
- Ability to lift at least 50 pounds
- Ability to operate backhoe, boom lift, tractor, dump trailer and skid loader
- Ability to lead projects from time to time
- Knowledge in heating, cooling, and boiler controls using Metasys Software with Johnson Controls and basic computer skills
- Ability to learn about heating systems, testing for water quality and temperatures

Working Conditions:

- Full time – 40 hours a week
- Hours – Hours may/or will vary due to filling in for Boiler Technicians
- Overtime will be decided by your Supervisor
- Work includes: both indoor and outdoor environments, sometimes in extremes of temperatures
- Shirts are provided and must be worn while on duty

Accountability:

- Accountable to the Maintenance Supervisor

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.

Co-worker

Date

Supervisor

Date