

## **JOB DESCRIPTION**

**Title:** Maintenance Electrician & General Construction Technician

**FLSA:** Non exempt

### **General Summary**

Assist Maintenance Supervisor in the electrical and general maintenance of the entire complex, as designated on a day-to-day basis. Gives witness to the Franciscan Values of Responsible Stewardship and the respect for the Value of the Individual.

### **Duties, Responsibilities and Qualifications:**

- Receives assignments daily.
- Experience with AC/DC motors and single/three phase wiring
- Capable of reading electrical technical diagrams to repair equipment
- Working knowledge of conduit installation, wire pulls and termination
- Inspect electrical components, such as transformers, sub panels and circuit breakers
- Identify electrical problems with a variety of troubleshooting
- Repair or replace wiring, equipment, or fixtures using hand tools and power tools
- Basic knowledge of computer & cell phone applications used for compiling data, work records
- Assist with repairs and maintenance for the facility in task related to: facility structure, power systems, plumbing, electrical, interiors (remodeling, furniture relocation, etc.), sanitation, grounds, snow plowing, minor furniture / appliance repair, woodworking, etc.
- Excellent critical thinking and problem-solving ability
- 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 basic boiler controls using Metasys Software with Johnson Controls and basic computer skills.
- Knowledge of carpentry skills, with hands on experience.
- Determine condition of electrical equipment, troubleshoot malfunctions, and determine needed repairs
- Identify materials and quantities needed for new and repair projects

### **Physical Requirements:**

- Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, reach overhead and lift 50 pounds.
- Ability to climb and maintain balance on ladders and scaffolds while carrying tools
- Must be able to positively identify different colors of wiring.
- Personal Protective Equipment (PPE) required
- Ability to communicate to Co-workers, Sisters and management.

### **Education and/or Experience:**

Revised 12/17/18

- Associates degree in electrical technology or 4+ years of related experience and/or training; or equivalent combination of education and experience.
- Valid driver's license with good record
- Insurable driver with good record
- Background check & drug test required

**Working Conditions:**

- Full time – 7:30 AM to 4:30 PM, 40 hours a week.
- One hour unpaid lunch, with 2 paid 15 minute breaks.
- Overtime will be decided by your Supervisor.
- Work includes: both indoor and outdoor environments, sometimes in extremes of temperature
- 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 responsibilities, duties and skills required.

\_\_\_\_\_  
Co-worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date