

Our Lady of the Visitation P/T Maintenance Technician Job Description

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs. Under daily supervision, performs necessary repairs, preventative and general maintenance to buildings and equipment.

- ❖ Cleaning/ disinfecting of bathrooms and high traffic areas
- ❖ Engages in ground maintenance activities such as some snow removal, spreading rock salt, racking and sweeping when needed.
- ❖ Paints, performs repairs to masonry, plumbing and furnishings of the building. · May be asked to attend AHERA training to perform school asbestos inspections. · Transports trash and waste to the disposal area.
- ❖ Moves office furniture, file cabinets and other related items.
- ❖ Changes light bulbs, ceiling tiles, carpet tiles, water filters, air filters for HVAC units. · Sets up tables and chairs in auditorium, cafeteria and other conference rooms whenever necessary.
- ❖ Runs telephone cable and/or cable lines.
- ❖ Flexibility to be “on call” to meet emergency situations..
- ❖ Other duties as assigned.

Qualifications/Skills

- ❖ Knowledgeable of and have “hands on” experience regarding heating, cooling, plumbing and electrical systems.
- ❖ Good organizational skills. Good written and verbal communication and interpersonal skills. ·
- ❖ Availability to handle heavy workload, as necessary.
- ❖ A valid NJ state driver’s license and a clean driving record is required.
- ❖ Must pass a NJDOE Criminal History background with fingerprinting
- ❖ After hire, selected applicant must complete Virtus Training provided online by NCS
- ❖ Black seal license preferred but not required

Education and/or Experience

- Minimum of two years related experience and/or training; or equivalent combination of related education and experience.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.