

Holy Family Institute Maintenance Technician

Reports to: Facilities Director

Location: Main Campus/Moon Twp./various locations

Hours: Full-time, 40 hours week, non-exempt.

General Statement Duties: The Maintenance Technician will be responsible for completing work orders and other required tasks as needed in order to keep the functionality of the premises in good/safe condition for the use of students, clients, and staff. The Maintenance Technician will be proficient above and beyond that of a general maintenance laborer and have some expertise in the areas of planning, plumbing, electrical, carpentry and HVAC maintenance and repair at Holy Family Institute campus and satellite facilities.

Please Note: *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

Essential Functions:

- Promotes the Mission and Philosophy of Holy Family Institute.
- Provides plumbing, electrical, carpentry and mechanical support for all HFI facilities. Participate in ongoing technical, safety, and operational process training programs.
- Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards.
- Perform maintenance of electrical systems (replace light bulbs and sockets, install new lighting fixtures, etc.)
- Assist in the preventative maintenance of ventilation, refrigeration and other systems and conduct repairs when necessary.
- Maintain and repair plumbing and heating components for residential applications.
- Prepare, prime, and paint building interior and exterior surfaces.

- Maintain and repair locks, locking mechanisms, closers, doors, and controllers.
- Assist in the documentation for fire extinguishers, fire suppression systems, building alarm contacts and other building systems.
- Plan remodeling projects and procure materials for the project. Document work performance and materials procurement as directed.
- Perform routine repairs when necessary (fix locks, repair/replace drywall, repair/resurface cement, repair windows etc.)
- Perform skilled upkeep procedures (landscaping, residential remodeling, painting, tile work, flooring, framing, finish carpentry etc.) and other tasks as assigned.
- Comply with all policies for the safe storage, usage, and disposal of hazardous materials.
- Maintain a clean and safe work environment.

Minimum Qualifications:

- Previous working experience as a Maintenance Technician preferred
- High school diploma required
- Any additional relevant certification will be considered an advantage (HVAC, CMRP etc.)
- Advanced understanding of electrical, plumbing and HVA systems
- In depth knowledge of general maintenance processes and methods
- Applicable knowledge of tools, common appliances, and devices
- Manual dexterity and attention to detail
- Problem solving aptitude
- Good physical condition
- FBI, Act 33 and 34 clearances required. Valid PA driver's license. EOE