



Job Description

Job Title: Maintenance Technician 1
Department: Plant Operations
Reports To: Manager of Plant Operations
FLSA Status: Nonexempt
Prepared By: Human Resources
Prepared Date: 06/30/2022
Approved By: Manager of Plant Operations
Approved Date: 11/01/2022
Revised Date: 08/09/2023

SUMMARY

Keeps facility building in clean and orderly condition and maintains engineering systems by performing the following duties under the direction of the Manager of Plant Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs floor maintenance.

Empties facility trash and garbage containers.

Checks all fuel levels and records them.

Performs maintenance on all equipment, buildings, etc.

Maintains building, performs routine painting, plumbing, electrical, and other related maintenance activities. Replaces air filters on all equipment.

Performs preventative maintenance routines.

Performs major repairs or additions to building, lighting, heating, ventilating equipment, etc.

Removes snow and debris by hand and by using mechanically powered equipment.

Performs lawn care, trims shrubbery and trees, etc.

Advise supervisor of low supplies.

Maintains a positive attitude toward clients, residents, patients, and coworkers.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work independently, with little or no direct supervision.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid MN driver's license required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee

frequently is required to stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; caustic chemicals including blood borne pathogens; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date