

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: General Maintenance Technician**

LOCATION: Mankato

DEPARTMENT: Building Maintenance

GENERAL STATEMENT OF DUTIES:

This full-time position exists to perform general maintenance work associated with buildings and equipment required of a large and varied building complex.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships with staff and residents
- Conduct oneself in a professional manner
- Perform work orders and daily general repairs in a thorough and timely manner
- Advise facility administrator of any potential maintenance problems or breakdowns and recommend course of action as needed
- Oversee the installation, removal and cleaning of all window air conditioners annually
- Assist with snow removal
- Assist with funeral duties
- Responsible for replacement lighting in lighting fixtures on campus
- Share emergency off-duty calls for service
- Execute preventative maintenance program
- Maintain equipment, tools and specific parts inventory
- Leave work areas clean and orderly
- Keep accurate, up to date records and equipment files
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by facility administrator
- Attend workshops, in-services and Hill employee meetings as required

BASIC QUALIFICATIONS:

- High school degree or GED
- Two-year technical college degree preferred
- Minimum of 2 years' experience with comparable work challenges
- Ability to evaluate maintenance challenges and the knowledge and skill to implement a reasonable solution
- Must be able to lift 75 lbs.
- Basic computer skills

Working Conditions: Employee may be required to work outside, with possible exposure to heat, cold, and inclement weather. Employee must be able to reach overhead, stoop, stand, bend, sit, kneel and squat for extended periods of time.

Equipment: Tools will be supplied by School Sisters of Notre Dame but it does not prohibit employee from using own tools if preferred. Tools include various hand and power tools, lift equipment, truck and snow removal equipment.

JOB TYPE: Full-time General Maintenance Technician

BENEFIT ELIGIBLE: Yes

Employer sponsored medical, vision, and dental insurance plans

403(b) retirement plan

Long and short-term disability

Life insurance

Holiday pay (after 3-months)

PTO

If you are interested in this position please complete an application.

If you have questions contact

Rachal Depuydt, Human Resources

507-389-4288

rdepuvdt@ssndcp.org

Nikki Chicos, Human Resources

507-389-4287

nchicos@ssndcp.org