

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

Date: 9/4/19

Location: St. Louis, MO

Department: Maintenance

General Summary:

The Lead Maintenance Technician has overall responsibility for the maintenance of building, grounds, and equipment on SSND property on the Ripa Complex (approximately 40 acres and over 400,000 sq. ft. of building space) and provides maintenance consultation and service as appropriate for other SSND properties. Supervision of maintenance and groundskeeper personal when Facilities Manager is off campus.

Essential Duties and Responsibilities:

1. Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
2. Maintain a positive relationship with all the sisters and lay staff.
3. Conduct oneself in a professional manner.
4. Perform all duties according to OSHA requirements.
5. Order supplies and equipment with Facilities Manager approval.
6. Schedule, and supervise maintenance and grounds staff when Facilities Manager is off campus.
7. Work collaboratively with Entity Directors, Theresa and Caroline Center Department Heads, and representatives from other properties to assure that maintenance issues are addressed in a timely manner and within approved budget.
8. Help develop and maintain maintenance policies and procedures.
9. Assure that all services are completed in a satisfactory manner.
10. See that maintenance work areas are clean, safe, and efficient.
11. Help develop and carry out preventative maintenance program.
12. Oversee OSHA compliance for Ripa Complex.
13. Monitor guard's reports for maintenance implications and notify others as appropriate.
14. Keep up-to-date on issues relating to maintenance.
15. Perform other duties as requested for smooth provision of maintenance services.

Knowledge, Skills and Abilities

- Completion of trade school training in building maintenance preferred.
- Minimum of 5 years of experience in building maintenance preferred.
- Previous experience with planning, budgeting, and supervising of employees.
- Knowledge of building codes, safety regulations, and reading and interpreting of blue prints and technical manuals.
- Technical knowledge of building systems such as plumbing, electrical, heating, cooling, ventilation, fire alarm, commercial kitchen equipment, etc.
- Certification in refrigeration preferred.
- Good written and oral communication skills.
- Ability to work well with others.
- Organizational skills.
- Ability to do considerable lifting (at least 50 pounds), stooping, walking, and climbing while performing duties.

- Understanding of and appreciation for SSND mission and values especially good stewardship resources and environmental concerns.

Job Type: Full-time, First Shift

Benefit Eligible: Health, Dental & Vision Insurance, STD, LTD & Life Insurance Benefits, 403B Retirement Benefits, Paid Time Off Benefits and Holiday Pay.

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

If you have any questions contact:

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