



POSITION DESCRIPTION

Position Title:	Maintenance Technician	FLSA Status:	Non-Exempt/Part time Per Diem
Division:	St. Joseph Center	Pay Grade:	7
Department:	Maintenance	Salary Range	\$25.75-\$32.75 per hour <i>Commensurate with Experience and Qualifications</i>
Reports To:	Director of Operations	Last Update:	August 25, 2025

Position Summary: This position reports to Executive Director of Operations and Director of Operations. The general responsibilities of the position include those listed below but Sisters of St. Joseph of Orange may identify other responsibilities of the position.

This is a part-time, per diem position. Candidates must be available Monday through Friday, with flexibility for occasional weekend shifts as needed. Work hours may vary depending on departmental needs, so adaptability is essential.

General Responsibilities:

- Responsible for the upkeep and maintenance of buildings, systems and equipment.
- Performs highly diversified duties to include but not limited to repairing flooring, drywall, appliances; troubleshooting and plumbing repairs, electrical, safety and security systems (lighting, locks, smoke/CO2 alarms, etc.), HVAC systems; painting (interior and exterior); some carpentry and cleaning.
- Work closely with the Director of Operations for follow-up work on projects.
- Performs research for parts, materials, equipment/tools and/or services for corrective maintenance and repairs that include but are not limited to facilities and grounds as necessary.
- Expected to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner by setting priorities and meeting deadlines.
- Responsible for completing documentation in a timely manner to include commentary on completed work orders, payroll edits and Request for Time Off.
- Respond to inquiries in a courteous manner by providing good customer service; information within the area of assignment; and resolving complaints in an efficient and timely manner.
- Attends staff meetings and training as necessary or required and performs related duties as required.
- Maintenance Tech is responsible for conducting all job duties in accordance with company policy and all safety protocols.
- Supports the overall objective of the organization, based on the respective operating and capital and budgets.



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Qualifications & Requirements

- The ability to read and write English.
- Competence and working knowledge of shop math.
- Competence and working knowledge of hand tools and mechanical applications.
- Competence and working knowledge of electrical and electronic controls.
- Competence and working knowledge of appliance repair.
- The ability to interact and troubleshoot hydraulic and pneumatic systems at high level.
- The ability to read blueprints.
- Ability to lead and instruct low level maintenance.
- Willing to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance of Maintenance Shop(s).
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Jewelry on hands and arms must be removed during shift work.

Required Experience:

- High school diploma or G.E.D. supplemented by specialized training or coursework in the building trades or a related field.
- Some facility maintenance experience helpful.
- Experience and considerable knowledge of the mechanical processes and methods, materials, and equipment used in the maintenance and repair of various types of projects.
- Ability to analyze, rebuild, repair machinery and other types of equipment.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables; ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.
- A valid California Class C Driver's License.

The successful candidate will possess:

Health and Safety:

- Thorough knowledge of safety procedures.
- Ensure all cleaning items and products are stored according to manufacturer and safety regulations.
- Ensure that a clean and sanitized working environment is maintained.
- Ability to follow department safety and preventive maintenance measures.
- Attendance at safety training to ensure the safe operations of all Maintenance equipment and the correct handling of heavy items.
- Ensure the correct disposal of hazardous materials.

Skills/Aptitude:



- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, residents, and other clientele.
- Ability to use a hand-held radio system to communicate with management and other staff on immediate issues.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to operate various types of equipment.
- Ability to move furniture and/or equipment.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 40 pounds.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- While performing the duties of this job, the employee could be exposed to multiple interruptions from residents, staff, and visitors.
- Wet and/or humid conditions.
- Moving mechanical parts.
- High, precarious places.
- Fumes or airborne particles; toxic or caustic chemicals.
- Risk of electrical shock and vibration from equipment.
- Ability to listen and speak in basic English to maintain effective communication in the performance of essential job functions.
- Ability to work in fast-paced environment.

Safety Requirements:

- Observes and complies with Code of Safe Practices, safety policies and emergency procedures.
- Wear protective clothing and safety shoes required by the work environment or governmental regulations.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees to achieve the Mission of the Sisters of St. Joseph of Orange.



The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this job description.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____