

Holy Childhood Job Description

JOB TITLE: Maintenance Mechanic
REPORTS TO: Director of Facilities
HOURS/STATUS: Full Time- Non-Exempt (37.5 hours/week)
SALARY RANGE: \$ 20-25 hourly

POSITION SUMMARY:

Under the direction of the Director of Facilities, the Mechanic will perform maintenance, repair and preventive maintenance to the facility and equipment.

SPECIFIC JOB RESPONSIBILITIES

- Monitor and properly maintain the following but not limited to:
 - all building HVAC systems
 - mechanical systems related to the pool
 - all electrical systems
 - all plumbing systems
 - grounds
- Monitor and properly maintain building structural items (e.g. doors, locks, windows etc.)
- Maintain accurate records/reports on building systems and equipment and major repairs
- Timely and accurately conduct all necessary equipment checks (e.g. carbon monoxide, fire extinguishers, etc.) and building/equipment inspections (e.g., boilers, backflow, fire suppression, etc)
- Open/lock up building on a rotating schedule as needed
- Recorders / Reports on agency Vehicles
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Other Duties as assigned

Certified Pool Operator Specific Responsibilities

- Thorough knowledge of the facility's mechanical system and all of its components.
- Responsible for equipment (mechanical) maintenance including pumps, filters, pool pak "Air Handling System", Chlorinate, Acid Systems.
- Participates in continuing education opportunities as related to the CPO certification.
- Facilitate and maintain open daily communication with pool team members with regard to the pool condition.

QUALIFICATIONS

Hold a current Asbestos Operations and Maintenance certificate or the have the ability to achieve such preferred. Must hold current Certified Pool Operator Certification or have ability to achieve within specified timeframe required. Ability to work independently, and fulfill responsibilities efficiently, completely and properly with minimum supervision. Ability to interact with the public and Agency employees in a professional and responsive manner. Ability to multi-task. Computer literacy, with knowledge of specific HVAC software preferred.

EDUCATION and/or EXPERIENCE

Minimum of two years college/vocational education in electrical, plumbing, HVAC systems and plant maintenance, or commensurate experience

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. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date