

**MARCH 3, 2017**

**TITLE:** Maintenance Technician

**DEPARTMENT:** Environmental Services

**SUPERVISOR:** Maintenance Supervisor

**SHIFT:** 7am – 3:30pm or 11pm – 7:30am

Full time 40 hours/week

**LOCATION:** RiverWoods

Every other holiday/weekend (3<sup>rd</sup> shift)

**BRIEF DESCRIPTION:** Responsible for the maintenance, care and security of the Facility building, equipment and grounds.

**PRIMARY RESPONSIBILITIES:**

- Completes maintenance work order requests – plumbing, electrical, mechanical, painting, drywall repair, etc. throughout the campus in a timely, organized, safe manner.
- Provides emergency response for all building related challenges. Is the first line of response and makes decisions to best respond to the challenges. Contacts maintenance supervisor and/or on-call person for further direction and/or assistance as needed.
- Tours as assigned, NCC (nursing care center), PC (personal care), IL (independent living) and grounds to perform security and mechanical checks.
- Performs, within the required time frame, preventive maintenance as prescribed by the MP2 system.
- Collects/disposes of trash in appropriate locations and in a timely manner.
- Responsible for snow removal detail throughout the campus. May include unusual shift response, long hours and occasional overtime.
- Maintains floors; buffing, carpet extracting, cleaning, etc within established Albright requirements.
- Provides access for employees to enter and exit during shift change.
- Performs bus runs as necessary.

**QUALIFICATIONS:**

- Possesses demonstrated ability to do mechanical work.
- Has experience working with hand and power tools.
- Ability to work in an unsupervised setting.
- Ability to lift and carry 50 pounds.
- Ability to communicate effectively in the English language with others in order to coordinate and complete job tasks.
- Possesses a valid Pennsylvania Class II driver's license and a good driving record.

**PHYSICAL DEMANDS:**

- Works in variable conditions; inside, around and with others in well-lighted and ventilated buildings (NCC, PC, IL); boiler rooms; works outside in varying weather conditions.
- Uses speech, hearing and vision to understand and give directions during a work day/shift.
- Potential need to work long hours in emergency situations.
- Sits 5% stands 45% walks 50%.