

## LB Homes

### Maintenance Technician

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**Department:** Environmental Services

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

40 hours/week and as needed to meet organization need with rotating weekends, holidays, and after hours on-call schedule

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**Job Status:** Full Time

**Reports To:** Facilities Engineer

**Amount of Travel Required:** 5%

**Positions Supervised:** None

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#### POSITION SUMMARY

Perform work to keep machines, mechanical equipment, or the structure of our facilities in repair. Duties may involve a variety of work which may include boiler maintenance, carpentry, plumbing, routine maintenance, and repair of electrical or mechanical equipment, along with installing and assembling equipment. General wall repair including painting, cleaning, repairing, and maintaining buildings and grounds are also expected.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Work according to the Maintenance Safety Program.
- Follow schedule of assignments.
- Collect repair requests and respond promptly.
- Follow the after-hours on-call schedule as posted.
- Use tools ranging from common hand and power tools such as hammers, saws, drills, and wrenches to precision measuring instruments and electrical and electronic testing devices.
- Repair or replace defective equipment parts, using hand or power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Perform scheduled floor care cleaning and restoring; along with upholstery cleaning as needed.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following schedules and checklists.
- Assemble, install, or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment to diagnose machine malfunctions.

- Assist with transport of resident equipment and belongings during room change.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle devices to access and remove defective parts, using hand tools, and power tools.
- Plan and lay out repair work, using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams.
- Gather and prepare costs for parts.
- As authorized order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Paint and repair windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Align and balance new equipment after installation.
- Inspect used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, and other measuring instruments.
- Set up and operate machine tools to repair or fabricate machine parts, jigs and fixtures, and tools.
- Maintain and repair specialized equipment and machinery found in kitchens, laundries, healthcare facilities, and offices.
- Fabricate and repair counters, benches, partitions, or other wooden structures.
- Apply ice melt and perform snow removal tasks using power and hand equipment.
- Perform year-round grounds tasks as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Innovative - Ability to look beyond the standard solutions.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.

- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED): Required  
Trade School Degree/Certificate: Preferred, not required

**Experience:** 2 years of related experience

**Computer Skills:** Basic computer skills; ability to use email system and internet

**Certifications & Licenses:** Valid Driver's License, Ability to obtain MN Boiler License

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	C
Walk	C
Sit	O
Manually Manipulate	C
Reach Outward	F
Reach Above Shoulder	F
Climb	F
Crawl	F
Squat or Kneel	F
Bend	F

### Lift/Carry

10 lbs or less	C
11-20 lbs	C
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	N

### Push/Pull

12 lbs or less	C
13-25 lbs	C
26-40 lbs	O
41-100 lbs	O

## Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - alarms, spoken word
- Ability to wear Personal Protective Equipment (PPE) - goggles, gloves, gowns, masks, hearing protection

## WORK ENVIRONMENT

Indoor and outdoor work in varying weather conditions and temperatures.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.