

Diocese of Nashville

<https://dioceseofnashville.com/job/facility-maintenance-technician/>

Facility Maintenance Technician

Description

SUMMARY

Position is responsible for the care of the CPC facility, including off-site properties. This position is expected to perform basic Maintenance & Facility tasks. This includes structures, systems, equipment, and grounds of the Catholic Pastoral Center and some offsite properties. It includes Lighting, HVAC, Security, Mechanical systems, Building Controls, Plumbing and various other requested work; Personal attention to a high level of detail is essential to identify issues and maintain a well-kept, functional operation and appearance of a commercial facility. Mission minded focus on maintaining and improving system efficiencies with the result of reducing operational expenses. This position will report to the Facilities Superintendent.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

March 14, 2024

To apply, visit:
<https://recruiting.paylocity.com/recruiting/jobs/Apply/2302010/Roman-Catholic-Diocese-of-Nashville/Facility-Maintenance-Technician>

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs basic routine and preventive equipment and systems maintenance according to warranty and manufacturer specifications and safety considerations.
- Supports Facilities Superintendent with all building systems (including mechanical, plumbing, electrical, security and access control). Programs HVAC and ensures building access for special events.
- Has Basic knowledge of commercial HVAC, electrical, plumbing systems.
- Receives and responds to signals from the facility's computerized systems monitoring program and other systems as needed on a 24-7 basis along with the other Facilities Maintenance Staff.
- Supports fire alarm system testing. Assists department staff in responding to all alarm responses on a 24-7 basis.
- Responds timely and politely to staff work order requests.
- Assists with maintenance and organization of mechanical rooms, work areas, and parts storage. Cleanliness of work areas and these areas is important.
- Provides repair of equipment as needed.
- Helps with electrical repairs on an as needed basis, e.g., changing bulbs and ballasts, and outlets.
- Provides plumbing, electrical, HVAC, and other repair services as the need arises.
- Takes a personal interest in the campus to observe for cleanliness and appearance, looking for deficiencies and repairs and reporting these to the Facilities Superintendent.
- Performs other duties as assigned.
- Appearance and proper attire are to be maintained by the Diocese of Nashville HR Policies.
- Work Schedule is Monday through Friday 8am to 4:30pm; with the flexibility to support a few events a year as required. Ability to work beyond normal work hours as required by Facilities Superintendent.

EDUCATION and/or EXPERIENCE

- Familiarity with Commercial Chillers, Boilers, Pumps and Commercial Electrical Systems would be helpful.
- Equivalent work experience.
- Basic knowledge of facility systems (HVAC, electrical, plumbing, etc.) obtained through formal education or experience.
- Knowledge of standard practices, materials, tools, and terminology of building trades.

OTHER SKILLS

- Written and verbal communication skills to communicate effectively in English.
- Basic Computer skills, email.
- Self-directed/Self-Starter with ability to work Independently or with a team on assigned tasks.
- Good attention to detail and follow any code requirements.
- In coordination with the Facility Superintendent, availability to work outside normal business hours in order to address issues that arise with the building systems. This would be done either remotely or onsite as the situation dictates. This includes access control.
- Regular and reliable work attendance.
- Good Organizational and Cleanliness Practices.
- Support Capital Improvement projects directly or indirectly as required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Tennessee Driver's License

OTHER REQUIREMENTS

Successful Completion of Job Core Competencies Task List upon completion of Six-Month Probationary Period is commensurate to continued full time employment.

Random Drug Test Screening as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, stoop, bend, climb, talk, and hear. Some lifting of supplies or equipment may occasionally be required, not exceeding 75 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasionally exposed to wet and/or humid conditions in outside weather conditions, fumes or airborne particles, extreme heat, risk of electrical shock, vibration, and moderate noise level in the work environment.