



MASONIC VILLAGE POSITION DESCRIPTION

Position Title: Maintenance Technician - Electrician

FLSA Status: Non-Exempt

Department: Facility & Maintenance / Security & Safety

Supervisor Title: Maintenance Manager

I. POSITION OBJECTIVE

Perform a variety of electrical, building automation control, general maintenance and preventive maintenance jobs including all facets of maintenance and new construction duties, including coordinating and directing the work of others as assigned.

II. ORGANIZATIONAL COMPETENCIES

Serving Others

- Listens to their customers to identify and clarify their needs.
- Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
- Maintains a beneficial working relationships with all of our customers through continued communication.
- *Customer is defined as resident, families, co-workers and vendors.

Teamwork

- Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages' goals.
- Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
- Provides timely, constructive, and respectful feedback to the team and team goal(s).
- Assists co-workers in the completion of tasks.

Trust and Respect

- Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
- Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
- Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

Personal Accountability

- Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
- Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

Personal Responsibility

- Takes ownership of his/her actions and words.
- Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
- Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
- Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
- Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
- Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES

1. The demonstrated extensive knowledge of electrical and maintenance skills to independently perform facility maintenance work as required with the ability to coordinate and direct electrical maintenance, troubleshooting and construction work.
2. The demonstrated ability to effectively anticipate and identify problems, issues and opportunities; analyze their implications; and make appropriate and timely decisions based on such analyses. Consistently demonstrates clear thinking and analytical skills. Exhibits a clear understanding of Maintenance's role to insure the needs of residents and employees

and of personal responsibilities to meet this requirement.

3. The demonstrated understanding of medium/high voltage distribution systems including 12,470volt and 4160volt systems and can troubleshoot, maintain and assist in repair and installation of medium/high voltage equipment and systems.
4. General knowledge of OSHA, local, state and federal regulations; applicable building, electrical, plumbing and other trade codes and regulatory standards and requirements in performance of all duties.
5. Installs, troubleshoots, repairs, maintains and evaluates the condition of electrical (of all voltage) systems, communication systems as well as heating, ventilation, air conditioning and refrigeration control systems. Assists in the installation and major repair of this equipment.
6. Performs preventive maintenance on all equipment including testing and maintaining of electrical equipment and devices. Assists outside contractors in their work relating to preventive maintenance of major systems and equipment including but not limited to chillers, major air handlers, fire protection, elevators and other systems on contracted maintenance.
7. Itemizes, estimates and prepares material requisitions for jobs accurately and in accordance with Masonic Village procedures. Assist manager/supervisor in coordination and preparation of labor and material cost estimates.
8. Be available for emergency calls as required and or weekend/holiday on call duty as indicated by schedule, maintaining availability to accept Switchboard calls and to respond to make repairs or provide help as necessary.
9. Maintains work areas and vehicles in an orderly and clean manner, maintaining a safe work place. Performs tasks in a safe manner. Ensures the proper care and use of tools, equipment and supplies.
10. Maintains professional growth and development by attending educational, technical and training programs, seminars and courses.
11. Maintains an accurate record of time for cost distribution and payroll.
12. Completes computerized maintenance management system (CMMS) generated work orders and provides clear documentation of work as required. Generates work orders for additional work or tasks identified in the field and completes or submits them as appropriate.

IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS

1. High School graduate or equivalent.

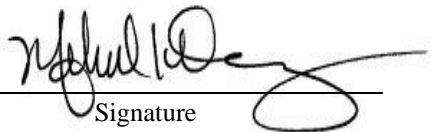
2. Six or more years working experience as an Electrician or three years' experience working as a Maintenance Technician 1/Electrical at Masonic Village.
3. Vocational or technical school training in electrical maintenance and/or high voltage distribution is desired.
4. Any equivalent combination of experience, training or education.
5. Valid Pennsylvania Driver's License.
6. Good written, oral, organizational and computer skills.

VI. PHYSICAL JOB REQUIREMENTS

See **PHYSICAL JOB REQUIREMENTS CHECKLIST IN HUMAN RESOURCES**

VII. APPROVALS FOR POSITION DESCRIPTION

Michael Katzenmoyer
Name (Please Print)


Signature

Director of Facilities & Maintenance
Title

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.