

OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site: www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for **GENERAL MAINTENANCE TECHNICIAN** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together different cultures, OST educates for mission.

POSITION: **General Maintenance Technician**

POSITION STATUS: Full-time: Non-exempt

JOB SUMMARY: Performs all maintenance needs necessary of the institution grounds, facilities, utilities, and equipment; inspect and evaluate equipment to ensure they are in good condition. Inspect buildings and repair mechanical systems to ensure they meet health and safety standards Perform maintenance and repairs of electrical systems (replace light bulbs and socket, electrical outlets, clean and repair circuit breaker panels, etc.) Repair and maintain heating, plumbing, and systems to ensure proper functionality. Perform manual repairs when necessary (fix locks, replace windows, etc.) Must be able to maintain, troubleshoot, and repair AC and refrigeration systems. Perform general building upkeep procedures and tasks as assigned (i.e., painting and carpentry). Assist with event setups and other maintenance areas as necessary

WORK HOURS: Monday-Friday, 40 hours per week, with occasional evenings, weekends, Holidays, and emergencies as needed.

EDUCATION/SKILLS: High school diploma or equivalent, required. Minimum 3 years' experience with general cleaning, maintenance, painting, and AC required. Certificate in HVAC, building maintenance technology or relevant field will be a plus. Proven experience as maintenance technician. Basic understanding of electrical, plumbing, and HVAC systems. Knowledge of general maintenance processes and methods. Working knowledge of common power and hand tools, common appliances, and equipment. Good communication skills. Should be in good physical condition and able to lift and carry heavy objects. Ability to climb ladders, scaffolding, stairs and/or work from tall heights Must be able to exercise a full range of motion: manual dexterity with full use of hands, fingers, arms, shoulders, elbows, etc. Must be able to kneel, crawl, stoop, climb, walk, and stand for extended periods of time. Knowledge of safety standards and procedures and wear protective equipment. Willing to work overtime when needed. Self-starter with good time management skills.

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed.

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer

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