



Job Description

Job Title: Plumbing/ Boiler/HVAC Technician
Department: Facilities
Reports To: Maintenance Supervisor
Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Non-exempt
Direct Reports: None

Work Schedule: Mon-Fri / 7am-3:30 pm
Physical Strength: Heavy
Prepared By: David Jones
Prepared Date: April 3, 2018
Approved By: Tony Morris
Approved Date: April 3, 2018

SUMMARY

The Plumbing/Boiler/HVAC Technician is responsible for the installation, maintenance, and repair of pipes and fixtures associated with heating, cooling, ventilation, refrigeration, water distribution, and sanitation systems in residential and commercial structures. This person also repairs domestic appliances, such as dishwashers and gas cookers. Inspects drainage and other plumbing systems for compliance with local and national regulations. Performs semi-skilled and skilled work in the operation, maintenance, and repair of boilers, heating, ventilating, and air conditioning systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department needs.

General

- Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids; installs supports for pipes, equipment, and fixtures prior to installation; assembles fittings and valves for installation; modifies length of pipes, fixtures, and other plumbing materials as needed.
- Installs and maintains heating and air-conditioning systems, including water heaters.
- Repairs and maintains thermostats, air filters, blower fans, belts and bearings.
- Troubleshoots, diagnoses and repairs various makes and models of HVAC equipment and boiler systems; collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in the installation and repair of systems.
- Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials
- Analyzes problems and identifies appropriate tools and materials for repair.
- Prepares bid requests and chooses materials based on budget, location, and intended use.
- Develops preventive maintenance schedules and performs inspections of plumbing systems to identify and replace worn parts; tests systems for leaks and other problems.
- Performs routine maintenance on plumbing, HVAC and boiler equipment and systems; observes systems during operation and attends to any problems.
- Writes reports documenting problems and a summary of actions taken; records service data in logs.
- Maintains accurate and complete paperwork and other procedures to organization standards.
- Performs daily work duties with little to no supervision.
- Always maintains the highest health and safety standards; complies with building codes and all other regulations.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mt. Angel Abbey.



Job Description

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of methods, tools, and equipment used in the repair of heating and air condition equipment in residential and light commercial buildings
- Ability to follow blueprints and understand technical instructions and to read and interpret equipment manuals and work orders to perform required maintenance and service.
- Ability to use hand or power tools including saws and pipe cutters in the performance of tasks such as replacing defective valves, filters, or steam gauges on a heating system.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor, and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Regular and predictable attendance is an essential function of the job.
- Must be available for occasional weekend and/or evening work.
- *Employee must be of the male gender as this position may require working inside the monastery and/or Seminary student living quarters.*
- *In order to provide our guests, residents and employees with a pleasant and healthy environment, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.*
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

- Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position; high school education preferred.
 - **Must be an experienced journeyman plumber** who has completed a formal apprenticeship at least three years in length, with three years of experience working as a plumber under the supervision of a master plumber.
 - At least three years of experience in the operation, maintenance repair of residential and light commercial HVAC equipment.
-



Job Description

- Must have, boiler, refrigeration/air conditioning, and electrical background and experience.
- Experience in successfully managing multiple project priorities.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Computer skills using Microsoft office suite and internet.

CERTIFICATES, LICENSES, REGISTRATIONS

- **Must possess a valid journeyman's plumbing license;** C.F.C. license and limited maintenance industrial license preferred.
- Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

PHYSICAL DEMANDS

This is often a fast-paced, physically demanding job requiring significant physical stamina and mobility. 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. The physical activities required to perform the essential functions include, but are not limited to:

- Regularly sitting, standing, walking, bending, reaching, crouching climbing and crawling for prolonged periods of time, in some cases for an entire work shift.
- Continual talking and hearing, both in person and on the telephone; regular seeing, including in both bright and low light conditions.
- Regular pushing, pulling, lifting, and carrying weights up to 50 lbs. unassisted and up to 75 pounds with assistance.
- Irregular reaching, grasping, twisting, turning, walking, and pivoting and all other activities required to perform essential functions.
- Ability to reach (including overhead), work on a ladder, kneel, bend, and stand for extended periods of time.
- Must have a full range of body movements including the use of hands feet and fingers to handle or feel objects.
- Able to handle or feel objects and use tools and equipment and must be capable of bending, reaching, crouching, climbing and crawling.
- Able to manipulate appropriate equipment used in HVAC repairs Must have command of all five senses sight, hearing, touch, smell and taste.
- Specific vision abilities required include close vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

- Includes working outdoors/indoors in various and sometimes adverse climate conditions ranging from very cold with rain to very hot and humid and adverse lighting conditions.
- Includes ditches, excavation sites, and confined locations, including attics and crawl spaces.
- Noise level in the work environment is usually moderate to high, with occasional periods of time exposed to machine noise.

Employee Signature: _____

Employer Representative: _____

Date: _____