

# Maintenance Assistant Job Description

Weekly maintenance checks of school and Jesuit community vehicles

- Fluid levels, belts/hoses, lights/signals, tire pressure
- Coordinate and deliver vehicles to shop for service and repairs

Scheduling and performing maintenance and repairs of HVAC equipment

- Lubricate motors and fan bearings
- Inspect belts and filters, replace when required
- Cleaning of condenser and heating coils
- Inspect and lubricate pneumatic actuators and linkages
- Inspect and lubricate condensate and circulating pumps
- Repair/replace centrifugal pumps
- Inspect belts and filters, change oil in air compressors

Routine maintenance of boilers and controls

- Clean/flush boiler vessels, tubes, and feed water tanks
- Clean and inspect high and low water level control valves
- Rebuild/replace steam traps
- Lubricate and adjust stem packing on steam isolation valves
- Repair/replace thermostats and thermostatic control valves

Maintenance and repairs of plumbing systems

- Repair/replace flush valves and faucets, shower mixing valves and shower heads
- Repair drinking fountains and wash basins
- Clear clogged drains, disposals, and toilets

Maintenance and repairs of lighting systems

- Replace incandescent and florescent lamps
- Replace florescent light ballasts
- Installation and maintenance of lighting fixtures and photocells
- Program interior and exterior lighting timers

Replace/Replacement of electrical fixtures

- Replace switches, outlets, fuses and breakers
- Installation/repair of electric fan and pump motors

Interior and exterior minor structural repairs

- Drywall repair and patching
- Installation of movie screens/chalkboards
- Installation/repair of cove molding and corner guards
- Repair of lockers, cabinets, bookshelves, and dispensers

Interior and exterior surface preparation and painting

- Patching, sanding and taping, drywall, metal, masonry and wood surfaces
- Prime, seal, stain, and paint various surfaces

Floor and ceiling tile replacement

- Replace both attached and suspended acoustic ceiling tiles
- Replace vinyl and carpeted floor tiles
- Repair worn spots in adhesive backed carpeting

Maintenance and repairs of door and window hardware. Glazing replacement.

- Repair/adjust/replace hinges, locks, latches, and handles
- Clean and lubricate window slides

Graffiti removal

- Interior and exterior

Assist in maintaining campus cleanliness

- Power-washing walkways and walls

Inventory and purchase of consumable maintenance items and repair parts

- Order and maintain inventory of filters, belts, lamps, ballasts, and lubricants

Delivery of bulk mailings