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## Maintenance Technician

**SPAULDING CLINICAL** aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

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Original Date: 27 Apr 2011

Revision Date:

Position Reports To: Director of Facilities and Security

Position Supervises: None

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### Job Summary:

The Maintenance Technician is responsible for all aspects of building and equipment function. They will also address any concerns related to building items or equipment.

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### Essential Duties and Responsibilities:

- Assist all facilities personnel in all daily duties including, but not limited to, boiler and chiller operations and repairs, carpentry, HVACR, fire response, various codes and drills, painting, plumbing, preventative maintenance programs, inventory control, all outside contractor concerns, and all other building systems in a safe and efficient manner.
- Strive for continuous improvement in all aspects of daily activities such as, but not limited to, training personnel
- Must respond to and participate in all of the possible different codes and conditions that may occur.
- Responsible for supporting all policies, goals, objectives, and the mission of Spaulding Clinical.
- Serves as member of building security.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

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### Skills/Qualifications

- Ability to read, write, and interpret the English language.
  - Be able to prioritize daily functions
  - Have preventive and predictive maintenance knowledge and understanding
  - Ability to take on any project and see it to completion.
  - Good planning skills.
  - Possess excellent communication and problem-solving skills
  - Must be computer literate with a strong background in Microsoft Word and Excel
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### **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel, especially hot and cold temperatures.
  - Ability to lift and/or move up to 50 pounds on a regular basis.
  - Specific vision abilities required by this job include clarity of vision both near and far along with the ability to identify and distinguish colors.
  - Required to work inside, outside, on rooftops, and below grade of the building in all weather conditions.
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### **Hazards:**

- Potential for exposure to toxic or caustic chemicals
  - Potential for exposure to blood borne pathogens
  - Potential for steam, hot water, and chemical burns
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### **Education and Experience:**

- Maintenance related experience in a healthcare/clinical field preferred.
  - Possession of any licensing or certifications in the maintenance field or related degree preferred.
  - Refrigeration license preferred, but not required.
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*Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.*

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This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may

## Job Description

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change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

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Employee Name (Printed)

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Date

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Employee Signature