**Job Description**

**Title:** Maintenance Technician

**Status:** Hourly, Non-Exempt

**Location:** Facilities and Real Estate

**Reports to:** Facilities Manager

**Purpose:**

To assist in the upkeep and maintenance of all agency facilities and property. Ensure compliance with policies and procedures, CARF Standards, safety and security regulations.

**Essential Functions:**

1. Availability for emergencies on evenings, weekends, holidays, and nights (on-call) and must maintain agency cell phone for communication.
2. Responsible for a wide range of services including repairs and maintenance, carpentry, painting, mechanical, plumbing, electrical, lighting, furnishings, HVAC, housekeeping (including janitorial, stocking supplies and floor maintenance), parking, snow removal and grounds maintenance.
3. Make minor repairs to and installs equipment in or on buildings.
4. Safely operate common hand and power tools in installation, maintenance, and repair of facilities.
5. Perform heavy labor and semiskilled manual tasks involved in helping workers in a variety of crafts.
6. Perform reoccurring tasks such as carrying, moving, and delivering supplies and equipment.
7. May operate power equipment such as trucks, lifts, pneumatic tools, saws, drills, sanders, migweld, multimeter, and other items.
8. Maintain lighting fixtures inside and outside of buildings and grounds.
9. Provide necessary repairs to HVAC systems and work with outside contractors when necessary.
10. Ensure compliance with federal, state, local and other safety and health regulations and standards.
11. Review and be familiar with agency safety policies, programs and procedures and adhere to all safety rules, regulations and safety codes.
12. Attend safety training and meetings and report any unsafe work conditions, accidents or injuries immediately.
13. Maintain agency tools, equipment, and vehicles in an organized manner.
14. Other duties as assigned.

**Key Competencies:**

Integrity, respect for all, customer service, safety, results, quality, professionalism, and functional/technical skills.

**Key Behaviors:**

Model our agency values by putting people first, acting with honesty and integrity, embracing diversity, meeting people where they are, and serving as stewards of donations and the environment.

**Specific Experience/Skills/Abilities:**

* Three to five years’ experience in maintenance or combination of maintenance & education may be substituted for technical degree.
* To identify mechanical and electrical problems and potential solutions.
* Ability to form mental image (picture) of how shapes and forms appear in three dimensions; height, width and depth.
* Ability to work independently, as a team, or in conjunction with outside contractors to complete projects.
* To move hands and fingers to use hand tools or operate machines. Ability to feel.
* Ability to read and understand repair manuals, blueprints and equipment operating instructions.
* To do math accurately, to measure ingredients or estimate quantities.
* Form Perception: to see light differences in form or texture of substance.
* Follow directions and make measurements exactly.
* Basic computer and electronics skills.

**Relationships:**

|  |  |
| --- | --- |
| 1. Positions Supervised:
 | None. |
|  |  |
| 1. Internal:
 | Communicate effectively and develop teamwork within the agency. |
|  |  |
| 1. External:
 | Commercial Vendors. Represent the agency in a positive way to the community. |

**Basic Requirements:**

|  |  |
| --- | --- |
| 1. Education:
 | High school diploma required. Technical degree in related field, preferred. |
|  |  |
| 1. Certification:
 | Driver’s license required. Driving record must pass BMV check to qualify for agency insurance. Must regularly provide the agency with proof of valid automotive insurance. |
|  |  |
| 1. Work Conditions:
 | Must be able to perform physical requirements of the position including but not limited to: constant reaching, handling/fingering; frequent standing, sitting, walking, balancing, stooping/bending, kneeling, crouching/squatting; occasional climbing including but not limited to ladders/scaffolding; constant near vision; frequently lift/carry and push/pull up to 50 lbs. Indoor/outdoor work environment in all seasons. Must be able to maintain 100% productivity without direct supervision. |
|  |  |
| 1. Equipment:
 | Phone and security system, small maintenance tools, saws, drills, etc. |

**Financial Impact, Direct/Indirect:**

Meet budgetary expectations. Follow established purchasing guidelines.

**Job Description Review:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without an accommodation. I understand that if I will need an accommodation for this position, I will inform the supervisor or a representative from the Human Resource Department of my accommodation needs.