



Opening doors to
housing and recovery.

Job Description – Maintenance Technician “safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

Reports To: Director of Facilities

In order to maintain and have an excellent work and living environment for our clients/staff the Maintenance Technician will perform routine and extensive preventative maintenance and repair procedures on residential and office buildings, mechanical equipment and utility systems.

Duties and Responsibilities:

- 1 Assist with renovation, remodeling, minor and major repair of buildings and equipment. Will assist in major repairs under the supervision of the Director of Facilities.
- 2 Perform routine maintenance such as repair & replace locks, door knobs, windows and blinds, changing filters, painting and landscaping.
- 3 Perform minor plumbing such as repair & replace leaks, faucets and toilets; snaking drains.
- 4 Perform minor electrical such as repair & replace lights, fixtures, switches and outlets. Install wiring as needed.
- 5 Obtain estimates for supplies and repair parts
- 6 Respond to emergency maintenance requests as required, sometimes after hours.
- 7 Occasionally perform Bio-hazard clean-up.
- 8 Be alert and inspect for fire/safety issues.
- 9 Perform other duties as assigned

Qualifications:

- 1 High school education/GED
- 2 Skilled in the use of hand and power tools
- 3 Must have own truck and tools, with a valid driver's license and good driving record.
- 4 Interpersonal skills to interact with employees or clients in a pleasant manner at all times.
- 5 Ability to lift at least 50 lbs, climb stairs & ladders, work overhead, dig, stand and work in confined spaces.