

Job Description

Title: Facilities Maintenance Technician
Reports to: Facilities Manager
Unit: Facilities & Maintenance

Full Time: 40 hours/week
Hourly rate: \$20.00 to 21.00
Non-exempt

Principal Responsibility:

Under the direct supervision of the *Facilities Manager*, performs a wide variety of semi-skilled maintenance duties related to the organization's residential, program, and office facilities.

Major Duties:

- Particulate in and maintain tasks related to facilities upkeep as they arise
- Includes plumbing, electrical, drywall repairs;
- Painting, appliance repairs, light carpentry, minor pest control
- Provide preventive maintenance as needed; ongoing training will be provided in the areas of Facilities Maintenance
- Fire safety inspections, i.e., fire extinguishers, emergency exit signs
- Inform supervisor of any safety hazards in all Homeward Bound facilities
- Assist with grounds upkeep at various sites
- Facilitate necessary repairs and/or upkeep when tenants move out and prepare units for tenants to move in
- Work with team members at various sites
- Assist with grounds upkeep at various sites
- Other maintenance tasks as directed

Relationships:

- Establishes and maintains open and supportive relationships with directors, managers, and all other agency staff members.
- Establishes and maintains respectful relationships with all residents, clients, and other organization constituents.
- Establishes and maintains communication with related vendors, consultants, and service providers.
- Maintains and models confidentiality related to agency services and client issues.
- Open to sharing and learning skills that will be helpful to the team and day-to-day maintenance operations.
- Respectful of residents' personal belongings/ space .
- Demonstrate superb customer service.

Minimum Qualifications/Requirements:

Education or Training Equivalent To:

- High school diploma

Written & Verbal Communication Skills:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to employees of the organization.

Physical Requirements:

- Ability to use hands with high level of manual dexterity for extended (3 – 4 hour) periods of time
- Ability to reach, climb, and balance on a regular basis
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds

Special Qualifications & Qualities (skills, abilities, licenses):

- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Dynamic, resourceful, flexible, kind, compassionate, understanding
- Awareness of and comfort working in a culturally and ethnically diverse work environment

EQUAL OPPORTUNITY

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.