

Join the team of caring people who support Mercer County's homeless families in their journey to self-sufficiency. A Maintenance Technician is needed for the Family Preservation Center, Mercer County's transitional shelter for women and children.

## **Maintenance Technician**

Essential Job Functions and Responsibilities:

- Provides client services through completion of work orders
- Maintenance and upkeep of facility and grounds
- Maintains adequate supplies and resources to enable completion of work orders
- Conducts inspections regularly to ensure completion and quality of completed work orders
- Maintains schedule with work load/work orders/on-call rotation to ensure timely services to clients
- Participates in on-call rotation as required
- Provides weekly written report to Assistant Director according to established policies and procedures
- Increases skills through study of latest construction products and development
- Maintain cleanliness and reports maintenance repairs of assigned vehicle as per company policies and procedures
- Performs other related duties as assigned

Job Competencies:

- Self-directed and accountable
- Strong planning, organizational and computer skills
- Strong communication skills – bilingual a plus
- Electrical, plumbing, painting, hardware, flooring and apartment prep skills

Job Requirements:

- Must own basic construction tools
- Valid driver's license and clean driving records
- At least 25 years old to meet vehicle insurance requirements
- High School Diploma or equivalent

Physical Demands and Work Environment

- Ability to lift and/or move heavy material, appliances or furniture up several flights
- Exposed to weather conditions prevalent at the time

To apply: Please email your resume and cover letter to [RuthV@homefrontnj.org](mailto:RuthV@homefrontnj.org). Please note "Maintenance Technician" in the subject line. Mail: Attn: Human Resources, HomeFront, 1880 Princeton Avenue, Lawrenceville, NJ 08648. FAX: 609-989-9423.

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