

## **Facilities Technician**

**Full Time**

## **Reports to Facilities Director**

**Hourly**

### **Essential Job Functions**

- Delivers Trauma Informed Care
- Assist in developing best practices and standards to reduce risk
- Schedules and prepares “make ready” guest units
- Ensures Campus building and grounds presentation are immaculate at all times
- Conduct weekly and monthly inspections to maintain organizational standards
- Generate work orders for timely completion
- Monitor and maintain adequate supplies and resources to enable completion of tasks
- Providing weekly reports to Facilities Director according to established policies and procedures
- Trouble shoots plumbing, electrical heating and air conditioning systems
- Removes snow – sidewalks and specific
- Greets and monitors contractors
- Maintains preventive maintenance and warranties schedules
- Conducts Minor electrical repair and wiring of outlets, switches etc.
- Conducts Plumbing repairs / toilet, sinks, tubs, hot water heaters etc.
- Assist with transporting campus vehicles to service providers
- Assists with maintaining vehicle services
- Provides program transports and shuttle service as needed
- Installs cabinets, countertops, flooring etc. as assigned

### **Job Competencies**

- Time Management
- Carpentry skills
- Self-directed and accountable
- Strong planning and organizational skills
- Strong communication skills – bilingual a plus
- Electrical, plumbing, hardware, flooring and apartment prep skills
- Strong painting skills
- HVAC skills a plus
- Intermediate Computer skills

### **Job Requirements**

- Three years’ experience in maintenance related work
- Must own basic construction tools
- Valid driver’s license and clean driving records
- High School Diploma or equivalent

### **Physical Demands and Work Environment**

- Ability to lift and/or move up to 60 lbs

- Climb several flights with appliances, tools and furniture
- Exposed to weather conditions prevalent at the time

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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