



POSITION: Facilities Technician (part-time)

REPORTS TO: This position reports to the Operations Manager

PURPOSE: The role of the Facilities Technician is to support the Facilities department in the day-to-day maintenance of the Youth Haven campus, which includes all buildings and grounds. This is a part-time position, two days per week, day shift.

EMPLOYMENT CATEGORY: This position is considered NONEXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. NONEXEMPT employees are entitled to overtime pay under the specific provisions of this law.

FUNCTIONAL RESPONSIBILITIES:

- Perform maintenance and repairs to all areas of campus as directed by the Operations Manager
- Assist in all programs as needed (events, donations, etc.)
- Pick-up and delivery of donations, items, etc.
- Grounds care (plants, flowers) NOT including maintenance of the lawn

EMPLOYMENT STANDARDS:

High School diploma or equivalent

Youth Haven is a drug free, equal opportunity employer and does not, nor shall not, discriminate against any employee or applicant for employment because of race, color, sex, age, creed, national origin, disability, marital status, veteran status or religion. Local and federal background checks, and drug screening mandatory. Must have valid driver's license with clean driving record.

Employee's Signature

Date

Supervisor's Signature

Date