

Job Description

POSITION: Maintenance Technician

REPORTS TO: The Facilities Manager.

Job Summary: We are seeking an experienced Maintenance Technician to join our team. As a Maintenance Technician, you will be responsible for ensuring the overall maintenance and upkeep of our facilities and equipment. The ideal candidate will possess a strong background in facilities maintenance, mechanical knowledge and a commitment to providing excellent customer service.

WORK SCHEDULE: The work schedule is up to 40 hours per week, full-time, exact days to be determined, but will include Saturdays and may include some Sundays.

FUNCTIONAL RESPONSIBILITIES:

- Answer and respond to requests/inquiries through internal online portal, emergent issues via email and/or walkie talkie while on campus.
- Input and process all maintenance request forms through the internal online portal, including any pertinent information.
- Follow up on open work orders and closes all work orders when complete.
- Supervise vendors onsite for facilities or repair work.
- Maintain, coordinate and communicate all special projects and pertinent information.
- Report any issues to Facilities Manager
- Schedule monthly vendors as directed by the Facilities Manager
- Communicate notices of disruptions to business operations in cooperation with the Facilities Manager.
- Provide weekly and monthly reports for management as needed.
- Assist with ordering, distributing supplies, and maintaining records as directed by the Facilities Manager.
- Fueling and vehicle maintenance.

Youth Haven contracts with licensed electricians, plumbers and general contractors for work outside of basic maintenance repair tasks of the campus.

General Maintenance and repair duties may include but are not limited to:

- Carpets and Flooring: Repairing, patching, seaming, shampooing as needed.
- Windows and Doors: Minor repairs to doors and windows, replacing/repairing screens and locks.
- Landscape and Grounds: Pressure washing buildings, walkways and sidewalks. Pick up garbage and debris. Cleaning storm drain. Fixing irrigation and sprinkler heads. Installing landscaping, pavers, bike racks, locks, signs etc. Small repairs as needed across the campus.
- General: Minor carpentry repairs, patching holes, small drywall repairs, caulking, grouting, painting, and installing flooring.
- Other: On and off site set up for meetings and events. Moving furniture, hanging pictures, holiday decorations, etc.
- Assists in other duties as assigned

QUALIFICATIONS:

- High School Diploma or equivalent. Technical or trade certification a plus.
- Maintenance technician, handy-man or other related experience.
- Proven experience in facilities maintenance with a basic understanding of electrical and plumbing.
- Level 2 Background check and drug testing required.
- Clean driving record
- Must be computer proficient with a strong knowledge of Microsoft Office Suite.

REQUIRED SKILLS:

- Excellent customer service skills with a focus on providing a positive and professional experience for residents.
- Excellent organizational skills and a strong attention to detail, with a focus on quality and precision in all maintenance tasks.
- Ability to read and interpret documents, write routine reports and correspondence and speak effectively in English before residents and guests.
- Ability to apply common sense and understanding to carry out instructions furnished in both written and oral form.
- Ability to manually lift 50 lbs.
- Ability to climb up and down stairs, access restrictive openings, and perform emergency procedures.
- Use olfactory, auditory, and visual senses to inspect buildings and detect emergencies.

Job Type: Full-time

Pay: From \$25.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Day shift

- Evening shift
- Holidays
- On call
- Weekends as needed

Experience:

- Facilities maintenance: 3 years (Required)

Work Location: In person