

## JOB DESCRIPTION

# MAINTENANCE TECHNICIAN I or II

**REPORTS TO:** Director of Facilities

**SUMMARY :** Under limited supervision, repairs and maintains through general and preventative maintenance, Agency buildings, grounds, and equipment. The job requires skilled use of various hand tools, power tools, and equipment.

**STATUS:** Non Exempt (Hourly) /Full Time

### QUALIFICATIONS/SKILLS/KNOWLEDGE:

- High school graduate or GED required.
- Must have a minimum of three years' prior experience in building/facilities maintenance. (preferred).
- Must have a basic knowledge of general maintenance Able to demonstrate the ability to perform the tasks normally associated with at least two of the traditional building trade groups and to work at those tasks with effectiveness, speed and quality of work as per established industry standards. Demonstration may be through a combination of documented prior work performance and real time testing. (Traditional building trades include carpentry, painting, electrical, plumbing, HVAC mechanic and general mechanic – Required for Maintenance II level)
- Able to communicate effectively with all members of the team.
- Familiar with safety procedures and safe handling of chemicals
- Ability to troubleshoot and repair multiple building/facilities items.
- Ability to provide legible detailed and accurate information on work orders/preventative maintenance forms
- Is able to perform a variety of duties characterized by frequent change.
- Must have a general working knowledge of computers and department specific software (i.e., internet, etc.)
- Must be comfortable operating in a collaborative, shared leadership environment.

### DUTIES AND RESPONSIBILITIES

1. Performing repair or general Maintenance work of facilities, buildings, grounds, and equipment including electrical, carpentry, plumbing, masonry, glazier, and painting tasks.
2. Repairing and treating structures such as showers, floors, sinks, walls, carpets and roofs.
3. Performing minor repairs, such as troubleshooting, and adjustment of locks on doors, cabinets, locks, closets, desks, changing filters on heating and air conditioning units, wall repairs
4. May assist with the care and maintenance on the grounds, including such things as mowing, raking, trimming, planting and other general maintenance items.
5. Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis
6. Servicing kitchen, appliances, and emergency equipment, reporting mechanical malfunctions.
7. Moving and assisting in transportation of furniture and equipment.
8. Activating and deactivating building alarms and responding to alarm calls after and during regular work hours
9. May operate a computer which controls and monitors mechanical equipment and utility systems.
10. May install computer cable and assist with running phone lines.
11. May be responsible for the upkeep and maintenance of the phone system
12. Responds to emergency maintenance requests as required.
13. Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
14. Maintains records of scheduled maintenance procedures.

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15. Performs outside custodial duties such as snow removal as required.
16. May obtain estimates for supplies, repair parts; orders parts as needed.
17. Adherence to all Agency Procedures SOP and OSHA Safety Rules /Policies, and Regulations
18. Conducts Safety / Environmental inspections (as required)
19. Maintain Clean & Organized Work area
20. Perform Assigned tasks
21. Willingly works in a team environment, as a team
22. Displays Positive Attitude, Willingness and Desire to learn

**Maintenance I** able to perform unskilled tasks with minimum direction, may be able to perform limited semi-skilled tasks with direction. Will possess basic knowledge of construction/maintenance procedures.

**Maintenance II**, ability to perform skilled or semi-skilled tasks independently or with minimum direction and proficiency. Will be proficient in at least a couple of areas of trades skills, such as HVAC, carpentry, plumbing, electrical, painting and mechanical. One year working in a Maintenance I role or its equivalent. Serves as state licensed turf and ornamentals pesticide applicator. May serve as the Local Education Agency Designee for the EPA's Asbestos Management Plan. May serve as the Agencies authorized person for monitoring Grease traps

#### OTHER DUTIES

1. Adheres to the Agency's commitment to the Sanctuary Model of Care, S.E.L.F Model, Self-Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients' spiritual, social, educational and emotional development.
2. Demonstrates the ability to take supervisory direction as well as work independently using sound judgment.
3. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management.
4. Show good judgment related to work performance and ethical behavior.
5. Be responsive and sensitive to the cultural and ethnic differences amount staff, students, cottage groups, and families served.
6. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
7. Participate in meetings per agency policy.
8. Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude.
9. Participate in regular performance evaluations and attend training opportunities to enhance professional growth.
10. Assume responsibility for professional development through appropriate use of regular supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills.
11. Ensure the provision of quality services through participation in Crossnore School & Children's Home's Continuous Quality Improvement (CQI) process.
12. Ensure compliance with all applicable standards of practice.
13. Actively promote the mission, values and purpose of Crossnore School & Children's Home.
14. Performs other miscellaneous duties as assigned.

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**PHYSICAL DEMANDS:** Very Heavy

- Position involves lifting more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds
- Ability to lift more than 100 pounds
- Frequent use of hands & fingers in order to handle and/or free objects, tools or controls.
- Frequent ability to reach with hands and arms; and stoop, kneel, crouch or crawl
- Occasionally required to climb or balance
- Frequent walking, standing, and sitting
- Visual ability including distance, peripheral and depth perception.
- Ability to drive
- Regularly required to talk and hear.
- Ability to spend long periods of time standing, bending, stooping, and walking around the facility
- Able to climb stairs repeatedly.
- The physical ability to work at heights for extended period of time.
- The physical ability to tolerate required personal protective equipment such as steel toed shoes, work gloves, safety glasses, ear protection, dust masks, safety belts and safety shoes on a continuous basis.

**Working Conditions:**

- While performing the duties of this job, the employee will be subjected to outside weather conditions and works daily with electrical appliances, farm machinery, and landscaping equipment. There is occasionally exposure to fumes or airborne particles and toxic or caustic chemicals. Noise level in the workplace is usually moderate.

\_\_\_\_\_ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

\_\_\_\_\_ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

\_\_\_\_\_ *I certify that I am able to perform the essential functions of this position as outlined in this job description.*

\_\_\_\_\_  
**Employee Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**CSCH Representative Signature:**

\_\_\_\_\_  
**Date:**