



POSITION TITLE: MAINTENANCE TECHNICIAN

CLASSIFICATION: Maintenance Technician
RANGE: \$13.03/hr - \$16.71/hr
FLSA CLASS: Hourly (Non-Exempt)
FTE STATUS: 0.4 to 0.5 (16 to 20 hrs/wk)

DRIVING: Required

RESPONSIBLE TO: Business Manager

REQUIRED QUALIFICATIONS:

Credentials: Incumbent must possess: A vocational degree relevant to this position with two years of relevant construction/carpentry/maintenance experience OR five years combined experience in one or more building trades or general property maintenance, preferably within a shelter, rehabilitation, or transitional housing program. Additional requirements include: Electrical, HVAC, and plumbing experience; Ability to handle confidential materials in a professional manner; A good driving record with six years driving experience; A valid Washington State Driver License; Reliable transportation; and Personal auto insurance levels at, or above, \$100,000 combined single limit liability; The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person.

Skill and Ability: Incumbent must be able to: Effectively use a variety of hand and power tools to perform building and property maintenance, upkeep, and repair; Review and identify projects needed to be serviced by outside contractors; Follow oral and/or written instructions; Communicate effectively in both oral and written form; Maintain work logs; Establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments; Utilize knowledge of fundamental mechanical, electrical, carpentry, plumbing, or heating and cooling skills in performing assignments; Assess maintenance needs; Follow a maintenance plan; and Complete required documentation.

Knowledge of: Incumbent must be knowledgeable regarding: Methods used in maintenance including basic knowledge of carpentry, plumbing, painting, masonry, grounds keeping, appliance repair, and electrical wiring; Standard practices and tools used in the maintenance and repair of building facilities; Safety practices and procedures related to the building trades; Basic math to add, subtract, multiply, and divide.

Physical Ability: Incumbent must be able to: Perform full range repetitive motions, including but not limited to, kneeling, stooping, lifting, twisting, gripping, climbing, hammering, reaching, and manipulating with fingers; Lift and carry 50 lbs; and, Regularly access stairs and climb ladders.

JOB DESCRIPTION:

Responsible for performing highly diversified duties to install, troubleshoot, repair, and maintain equipment, buildings and properties including: Maintenance and repair of buildings, equipment, and grounds; Performing a variety of tasks in the maintenance and repair of buildings and grounds, including but not limited to, carpentry, electrical, plumbing, masonry, sheetrock and painting; Repairing and treating structures such as floors, showers, sinks, walls, roofs, and carpets; Performing minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets, and door hinges; Changing filters on heating, ventilating and air

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conditioning units; Servicing appliances, kitchen, and emergency equipment; Hooking up appliances; Reporting mechanical malfunctions to appropriate party for action; Moving furniture and equipment at various facilities/sites; Setting up and breaking down cubicle partitions; Exercising discretion in identifying projects requiring the services of a higher skilled crafts person; assisting in obtaining quotes and arranging for services of outside vendors as directed; and Annotating/updating work logs for specific site requirements.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

A. GENERAL

1. Perform maintenance and repairs from work orders to all properties, vehicles, and equipment. Coordinate with outside vendors as directed.
2. Conduct semi-annual inspections of properties with the Business Manager; following the Property Maintenance Plan.
3. Follow a routine maintenance schedule for all properties as directed by the Business Manager and perform regular preventative maintenance on all properties and equipment.
4. Provide emergency/unscheduled repairs of equipment and structures as needed.
5. Read and interpret equipment manuals and work orders to perform required maintenance and services.
6. Perform facility/property repairs, construction, and maintenance in accordance with current codes and regulations.
7. Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
8. Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
9. Identify and perform basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.
10. Maintain grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; maintains grounds maintenance equipment; trims tree branches that create hazardous situations; and maintains drinking fountains as directed by the Business Manager.
11. Repair and/or replace fixtures as directed, including but not limited to lights, faucets, drinking fountains.
12. Assist with Fleet Vehicle Maintenance that includes monthly Inspections of vehicles and transporting for routine maintenance and repairs.

B. OTHER DUTIES

1. Comply with safety regulations and maintain clean and orderly work areas.
2. Be sensitive and responsive to the cultural differences in the organization's service population.

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4. Follow agency policies and procedures, RCW's, WAC's and other external regulations.
5. Follow CYS's Code of Ethics.
6. Communicate effectively with Transitional Housing participants and other renters when entering occupied units for repairs.
7. Manage time and other resources in a skilled manner.
8. Participate in meetings and team activities, as assigned, to ensure a current knowledge and understanding of agency policies and activities.
9. Use personal or agency vehicle to perform agency business.
10. Demonstrate professionalism and appropriate boundaries in all interactions.

DESIRED CHARACTERISTICS:

- Ability to work independently and remain highly motivated.
- Capacity to function as a contributing member of the team while maintaining effective working relationships and a positive attitude.
- Willingness to accept and follow directions.
- Organized, efficient, and the ability to keep accurate documentation.
- Ability to work with a diverse staff, and participants.
- A positive attitude that includes creativity, flexibility, and a sense of humor.

Printed Name

Signature

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