

Job Title: Maintenance Technician

FLSA: Non- Exempt / Part-time (Up to 28 hours per week)

Department: Shelter Operations

Shift: Varies

Reports to: Facilities Manager

EEO Job Classification: Service Workers

Last Revised: November 2, 2018

Position Summary:

The primary duty of the Part-Time Maintenance Technician is to provide specialized technical assistance and support in the troubleshooting, maintenance, and repair of building operational systems under general direction for a 24 hour, 7-day operation.

Duties, Functions, and Responsibilities:

- Perform major repairs and maintenance for HVAC equipment.
- Troubleshoot and diagnose problems related to building systems including, HVAC, plumbing, electrical, and appliances.
- Provide specialized HVAC services, such as calibrate thermostats, inspect HVAC systems, and recommend changes as needed.
- Perform basic and routine plumbing installations/repairs (install and repair faucets, unclog drains, and replace valves.
- Perform minor electrical maintenance repairs, such as electric plugs and cords.
- Perform construction and reconstruction of modular furniture.
- Perform semi-skilled carpentry work in the construction of remodeling, such as wall demo, new wall construction, and painting.
- Inspect building and equipment for needed repair and maintenance.
- Operate drills, buffers, grinders, sanders, and other power tools
- Perform other duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent
- HVAC (CFC Certification)
- Demonstration of required knowledge, skills, abilities, and experience of basic plumbing, electrical, and heating and cooling systems.
- Knowledge of proper safety procedures and regulations applicable to the work being performed.
- Knowledge and experience working with equipment, methods, and materials applicable to the work being performed.
- Effective communication and organizational skills
- Maintain good working relationships with management, co-workers, and clients
- Ability to follow oral and written instructions and work independently with minimum supervision
- Knowledge of methods, materials, and equipment used in janitorial and minor building maintenance
- Perform a variety of manual tasks
- Ability to complete tasks on a regular schedule
- Ability to lift a minimum of 50 lbs.

Preferred knowledge, skills, and abilities:

- 2 year experience with basic plumbing, electrical, heating and cooling systems
- Strong computer skills (Microsoft Word, Excel, Outlook and PowerPoint)

Director of Development – Job Descriptions

- Bilingual (Spanish and English)