**POSITION SUMMARY:**

The Facility Maintenance Technician is responsible for performing technical and mechanical work to ensure the inside and outside of the physical structures, units, grounds, amenities, and common areas of the property meet Day Spring’s standards for cleanliness, appearance, safety, and overall functionality. The Facility Maintenance Technician is an hourly part-time position starting at $25/hour working Mondays, Wednesdays, and Fridays (up to 24 hours weekly). The Facility Maintenance Technician is supervised by the Operations Manager.

**QUALIFICATIONS:**

* At least 21 years of age
* High school diploma or GED
* Minimum of 2 years of experience as a Maintenance Technician
* Certification or licensure in trade such as electrical, plumbing, HVAC, etc. (preferred)
* Must be able to work independently, take initiative, and be self-motivated
* Valid driver’s license (required)
* Auto insurance (required)
* Background check (required)
* Good communication (written and verbal) skills
* Demonstration of understanding and commitment to the philosophical tenets of community based services
* Considers the dignity and respect of residents while performing tasks

**EMPLOYMENT EXPECTATIONS:**

* Ability to work independently and with a team
* Dependability
* Compliance with operational and personnel policies
* Respect for others
* Attend meetings and trainings as required
* Commitment to the mission of Day Spring
* Conduct self-according to the organization’s expectations of professionalism and confidentiality

**RESPONSIBILITIES:**

* Performs daily routine maintenance and repair on the facilities and equipment to include plumbing, electrical, carpentry, mechanical equipment repair, sheet rock, painting, lighting system, flooring, etc.
* Inspects and maintains plumbing systems, places and repairs faucets, toilets, urinals, traps, drains, basins and bathtubs.
* Conduct ongoing preventative maintenance program in coordination with the Operations Manager
* Conduct routine and periodic property inspections to identify safety and risk management concerns, keep the property in good repair, and communicate concerns about the physical needs of the property to the Operations Manager.
* Completes turnover of vacant apartments and perform any required maintenance.
* Assists in maintaining parking lot and sidewalks, lawn care, landscaping, and snow removal.
* Follow procedures for accessing and obtaining materials, supplies, equipment, tools, and follow other items from the property’s maintenance shop by tracking inventory used, returning unused items, and notifying the Operations Manager about re-ordering needs.
* Assures that work/assignment areas are clean and equipment, tools, supplies, etc. are properly stored before leaving such areas on breaks, end of workday, etc.
* Must assist and/or work during onsite events as needed.
* Responsible for being on-call/taking emergency calls as needed seven days a week (on-call schedule will vary)
* Other duties as assigned

**PHYSICAL DEMANDS OF THE FACILITY MAINTENANCE TECHNICIAN:**

1. Be healthy and physically fit including the physical requirements of lifting, standing for long periods, crouching, twisting/turning, weight bearing, walking and other physical activities as required.

2. Be able to lift up to 75 pounds.

**WORK ENVIROMENT FOR THE FACILITY MAINTENANCE TECHNICIAN**:

Work is normally performed outdoors, in an office or residential facility.

While performing the responsibilities of the Facility Maintenance Technician’s Job, these working environment characteristics are representative of the environment the Facility Maintenance Technician may encounter:

* The employee is normally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Facility Maintenance Technician job.
* It may require longer workdays and varied schedules. They may have to work nights, weekends or even over the holidays.
* Additionally, the Facility Maintenance Technician will need to protect themselves from possible work-related hazards, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.