

Job Title: Maintenance Technician

FLSA: Non- Exempt / Full-time (40 hours per week)

Department: Shelter Operations

Shift: Weekdays (Monday – Friday)

Reports to: Facilities Manager

EEO Job Classification: Service Workers

Last Revised: January 24, 2011

Position Summary:

The primary duty of the Maintenance Technician is to provide specialized technical assistance and support in the troubleshooting, maintenance, and repair of building operational systems under general direction.

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)
- Bilingual (Spanish and English)