

Maintenance Technician

SUMMARY OF DUTIES

Maintenance Technician is responsible for the maintenance, repair and energy management of Cantalician facilities including day to day maintenance, preventative maintenance, health and safety, and building inspections. Maintenance Technician is responsible for custodial oversight in support of the custodial team; oversight and maintenance of fleet of vehicles; and acting as an onsite liaison with outside contractors. Assists the Facilities Manager at both locations as needed. In the absence of the Facilities Manager, this employee is responsible for the day to day facilities oversight (maintenance & custodial) at all sites.

REPORTING RELATIONSHIP

Reports to the Facilities Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

Perform preventative and corrective repairs to building facilities which may include recommendation to the Facilities Manager for outsourcing work or replacement of equipment including:

KEY PERFORMANCE ACTIVITIES

Essential functions that will lead to the achievement of the Goals & Outcomes

1. Preventative/scheduled maintenance programs

- a. Schedule and perform and/or supervise maintenance on all site equipment based on the operating manuals and the manufacturer's recommendations. Site equipment for which preventive maintenance schedules should be implemented including, but not limited to: appliances, boilers, HVAC units, hot water heaters & refrigeration, etc.
- b. Set up and maintain separate accurate preventive maintenance records for all site equipment, noting dates of inspection and repairs and listing all maintenance performed on each piece of equipment.

2. Repair Projects & Work Orders

- a. Perform electrical repairs on items such as appliances, fixtures, switches, outlets, intercoms, circuits, emergency lighting, etc.
- b. Perform plumbing repairs such as replacing fittings, clearing stoppages, replacing/repairing sinks, faucets, dishwashers, hot water heaters, etc.
- c. Perform miscellaneous repairs of such things as broken glass, tiles, carpet, screens, fixtures, appliances, locks, etc.
- d. Perform carpentry work such as fitting doors, freeing windows, replacing and/or building shelves, etc.
- e. Perform repairs to concrete, masonry, roof and fencing.
- f. Periodically inspect all buildings and common areas, noting scheduling, and performing or supervising needed repairs.
- g. Schedule and perform work order request responses to ensure satisfactory and timely response.
- h. Maintain complete and accurate records of work order requests and responses, including providing facilities manager on-going feedback regarding progress.

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- 4. Custodial Work** (if necessary in support of custodial staff)
 - a. Perform routine custodial work including sweeping, mopping, buffing, vacuuming, trash removal, window cleaning, etc.

- 5. Site and Grounds Work**
 - a. Supervise grounds work by summer landscaping vendor and winter snow plowing vendor to ensure proper completion of tasks.
 - b. Complete daily removal of refuse/trash from grounds each morning.
 - c. Mow lawns in accordance with lawn care schedule.
 - d. Maintain shrubbery, plants, weeds, etc. to ensure good curb appeal.
 - e. Erects and repairs fencing as necessary.
 - f. Snowplow, shovel and salt driveways, building entrances, parking lots.
 - g. Operation of small hand/motor equipment (lawn mower, weed eater, shovel, etc.) and large motor equipment (tractor, snow plow, etc.).

- 6. Painting & Renovations**
 - a. Perform or contract out painting indoors and outdoors as authorized by the facilities manager.
 - b. Perform building renovations in conjunction with the facilities manager.

- 7. Site extermination program**
 - a. Monitor for potential bug/rodent problems and handles internally to eradicate the problem.

- 8. General Administration Activities & Expectations**
 - a. Replaces bulbs and/or ballasts of interior/exterior lighting and keep light fixtures clean.
 - b. Checks daily the operation of heating and/or cooling systems.
 - c. Checks daily building, grounds and facilities for damage, malfunctions, etc.
 - d. Serves on-call as necessary in accordance with the Cantalician Center schedule for standby emergency coverage.
 - e. Confirm that entrances and storage areas are locked and that adequate lighting is maintained in those areas.
 - f. Provide feedback to facilities manager concerning any unacceptable conditions including for repairs, extermination.
 - g. Maintains work area in clean and orderly condition as well as tools and equipment.
 - h. Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, students, and individuals receiving services and outside agencies.
 - i. Establish and maintain a good working team relationship with the Facilities Team.

- 9. Safety**
 - a. Monitors all safety hazards and takes remedial action to ensure correction.
 - b. Perform all work with forethought as to risk avoidance, and keep safety in mind when working around fellow staff members, students, individuals & visitors.
 - c. Notify Cantalician Center of any incidents that may result in an insurance claim.
 - d. Review the premises regularly to assure compliance with all fire and safety codes and regulations and to make precautionary repairs etc. where risks begin to appear.
 - e. Perform or supervise regular, periodic testing/inspections of all fire alarms, smoke detectors, fire extinguishers, and private hydrants.
 - f. Monitors and responds to all alarm systems, e.g. fire, burglar, etc. within all the Cantalician Center sites. May be called to respond any day of the week or hour.

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- g. Assist facilities manager in the implementation of a fire or other emergency plan and confirm that staff is trained and capable of carrying out required procedures.

10. Fleet Operation & Maintenance

- a. Vehicle/Equipment Upkeep: responsible for minor repairs and maintenance of all vehicles and equipment; evaluates the need for major repairs; and ensures that major repairs are outsourced and completed in coordination with the Facilities Manager.

SKILLS & ABILITIES

- Good knowledge of the maintenance and repair of machinery, plumbing, fixtures and equipment
- Ability to work under pressure & multitask.
- Ability to make repairs and adjustments to a variety of mechanical equipment
- Ability to understand and follow routine oral and written instructions
- Operates power and hand tools such as drills, saws, lathes, grinders, sanders, cutters, crimpers and hand tools such as wrenches, hammers, saws, shovels, snow blower and other miscellaneous tools.
- Mechanical aptitude
- Practical problem solving abilities
- Industrious and dependable
- Knowledge of computer and ability to utilize word processing programs
- Possess good time management skills
- Flexibility with work schedule
- Ability to work independently as well as in conjunction with other staff members and members of the agency team.

QUALIFICATIONS & COMPETENCIES

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Preferred: Trade school certification and 5 – 7 years of building maintenance experience

Minimum: High school diploma and prior experience in one of the skilled trades – electrical, mechanical, plumbing, etc. and three – five years of maintenance experience

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with staff, students, clients/individuals & vendors.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

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- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

Valid driver's license and a registered and insured vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.