



Job Description

TITLE: Maintenance Technician

Apply for this opening by clicking here: [Job Application Link](#)

FLSA: Non-Exempt (hourly)

REVISED: 03/25/2016

REPORTS TO: Facilities Manager

SUPERVISES: None

Position Summary:

Responsible for maintenance and repairs in any area of the facility. Performs general carpentry, plumbing, small electrical repairs, vehicle maintenance and repairs, minor landscape maintenance, some light housekeeping, and keeps grounds clean.

Essential Duties and Responsibilities:

- Maintains and repairs buildings, equipment, fixtures, and office spaces performing non-specialized, minor and routine painting, plumbing, mechanical, electrical, and other related maintenance activities. Replaces burned out light bulbs, air condition filters, etc.
- Notifies Facilities Manager of the need for major or complicated repairs or special projects such as changes or additions to lighting, heating, structures, etc.
- Maintains, cleans and safeguards maintenance tools and equipment, and organizes tools, equipment, materials and supplies.
- Receive work directions from Facilities Manager.
- Independently completes routine tasks.
- Awaits specific directions for a new or complicated task.
- Monitors new or complicated projects through all stages of completion.
- Inventory supplies and materials; makes resupply requests in a timely manner.
- Works closely with volunteers as well as staff.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Other duties as assigned.

Education and Experience Requirements:

- Equivalent to a high school diploma.
- Two (2) years of general building repair and maintenance experience.

License & Certification Requirements:

Incumbent must be at least 21 years of age, and possess and maintain a valid Class C Nevada Driver's License. For these positions, incumbents under age 25 must possess and maintain a clean driving record, and be licensed for at least three years prior. Those over age 25 must possess and maintain a safe driving record that will allow for acceptable insurance risk to the Foundation.



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Required Knowledge and Skills:

Knowledge of:

- Principles and practices of customer service.
- Standard shop administrative practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Practices, methods and terminology related to the various craft areas involved in building and facility maintenance and repair
- Applicable laws, codes and regulations; computer applications related to the work
- Safety principles, practices and equipment related to the work.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.
- Shop math.

Skill in:

- Understanding basic assembly and repair instructions, written and oral.
- Maintaining accurate records of work performed.
- Using initiative and independent judgment within established policy guidelines
- Communicating effectively in written and oral forms.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Working Conditions and Physical Effort:

Physical ability and mobility to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl. Strength to lift and/or move materials weighing up to 25 pounds frequently, 50 pounds occasionally. Vision to read printed materials. Stamina to stand and walk for an extended period of time. Hearing and speech to communicate in person or over the telephone. Specific vision abilities required by the job include close vision, distance vision, and depth perception. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and some work outdoors for extended periods of time while exposed to cold and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.