 **Maintenance Technician**

Salary Grade: 2

PTO Schedule: D

**ESSENTIAL FUNCTIONS**

Reports to Facilities Manager or designated Supervisor. Communicates with staff regarding agency buildings and grounds repairs. Reads work orders, prioritizes and communicates with supervisor appropriately. Provides skilled craft services, i.e., HVAC, electrical, mechanical, plumbing and security systems, appliance repair, carpentry, key/lock maintenance, etc. Physically assists in office equipment relocation and pick up of donated goods. Drives agency vehicles/vans. Extensive lifting, bending stretching, climbing required. Requires a basic understanding of the young people/customers served by LH and participation in basic trauma training with the ability to utilize that training when interacting with young people/customers of the agency. May require on-call rotation.

**JOB RESPONSIBILITIES**

* Through use of trained skills/certification, repairs a variety of equipment including HVAC, electrical,

 mechanical, plumbing, and appliances. Performs carpentry and painting projects

* Plans daily routine to ensure area is maintained in accordance with the Agency's standards
* With approval and within guidelines of supervisor and purchasing procedures, may purchase parts

 required for department and project needs

* Provides assistance to supervisor or other maintenance employees on other projects which may be assigned by supervisor
* Services equipment on preventive maintenance program including maintenance of HVAC, electrical,

 mechanical systems and appliances

* Performs physical tasks including loading trucks, moving furniture, etc., as assigned
* Assists with shipping and receiving duties (i.e. moving received packages to designated areas)
* May oversee, on an as-needed basis, the work duties of other Facilities Personnel
* May serve as lead contact person with other departments/units on maintenance issues
* Recommends to Facilities Manager purchase of equipment or major repair services
* Uses active and reflective listening skills and affirmations to demonstrate respect and empathy, avoiding negative and derogatory labels that foster disrespect
* Understand that behaviors, responses, attitudes, and emotions are a collection of survival skills often developed in response to traumatic experiences
* Maintain confidentiality of employees, volunteers, and program participants to provide a safe environment
* Attend at least two trainings related to being trauma informed in a twelve month period
* Ability to work effectively with program participants and family members, employees and vendors in a culturally diverse environment to support healing and recovery
* Participates in the development and implementation of continuous quality improvement activities

 as assigned

* Performs on call weekend duties as scheduled
* Other duties as assigned

**QUALIFICATIONS**

* High school diploma or equivalent plus five years' experience in related work
* Universal certification
* HVAC and electrical certifications are preferred
* Knowledge of childhood trauma and prior experience working in settings with youth and families that have been exposed to trauma or experiencing traumatic stress preferred

**Maintenance Technician**

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* Knowledge of youth development, adolescent issues, positive youth development/strength based approach preferred
* Personal vehicle or access to vehicle and proof of insurance
* Valid Illinois Driver’s license
* No history of child abuse or neglect
* Ability to pass background and drug screen
* Reasonable proficiency in use of spreadsheet, word processing and electronic mail software
* Good written and verbal communication skills
* Ability to perform essential functions of the job, including extensive bending, kneeling, stretching, climbing, and lifting at least 75-100 pounds

This position meets the FLSA requirements for **Non-Exempt**.

*Job descriptions are not intended, and should not be construed to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.*

**Equal Opportunity Employer M/F/D/V**

This will acknowledge that I have received a copy of the job description for my position.

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Print Name Employee Signature Date

6/2020