

Job Title: Maintenance Technician
Reports To: Shelter Program Manager
FLSA Status: Full-time, Non-exempt, Regular
Department: Support Shelter/Operations
Job Classification: 4 – Program Coordinator

SUMMARY

The Maintenance Technician performs facility maintenance for the YWCA's buildings, including residential spaces, program spaces, and administrative offices. This position is responsible for keeping facilities in operating condition and repair by collaborating with the Shelter Program Manager, Shelter Housekeeper, and Operations Manager to complete work orders, facilitate vendors, support workplace function and safety, and prepare living units in residential programs for occupancy. This position does not perform any direct social services to YWCA clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains buildings by performing repairs and routine maintenance, minor plumbing, minor electrical wiring, and other related maintenance activities. Tasks may include but are not limited to such things as trim and finish work, drywall patching, minor appliance repairs, furniture repairs or assembly, mounting blinds or curtain hardware, painting, re- screening windows, removing refuse and similar maintenance functions.
- Turns over vacant shelter units, preparing them for new clients in cooperation with the Shelter Housekeeper and Shelter Program Manager, strictly adhering to standard procedures and safety protocols.
- Proactively engages in safe practices for maintenance activities, tool and equipment use, with a mindset of best practices in regard to workplace safety.
- Proactively inspects buildings and grounds for routine and preventative maintenance needs, compliance issues, and safety issues.
- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Facilitates on-site presence of vendors as situations dictate.
- Cleans snow and debris from sidewalk; proactively uses de-icer in weather-indicated conditions.
- Maintains parking areas, walkways, and egress paths on YWCA properties (debris, security, signage, etc.).
- May mow grass, trim shrubbery, or cultivate flowers/plants in areas not covered by contracted landscaping service.
- Moves or assembles office furniture, moves equipment or stocks supplies, upon request.
- Sets up meeting rooms as requested.
- Transports debris to dump or recycling center as necessary.
- May participate in Safety Committee at supervisor's request.
- Coordinates with supervisors to procure needed supplies or repair components, following the appropriate procedures.
- Picks up supplies and donations as needed for shelter or other programs.
- Maintains inventories and keeps workspaces in an organized, safe, and detailed manner.
- Implements and maintains appropriate professional boundaries when performing duties in occupied space, redirecting clients to direct service staff.

This is a general description of the responsibilities of the position; additional tasks may arise in the course of work that are related to this job description.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to YWCA vision, mission and values
- Strong adherence to workplace safety standards
- Strong attention to detail
- Working knowledge of building systems, including electrical, lighting and plumbing
- Knowledge of common facility construction, maintenance and repair procedures
- Ability to complete ongoing training and/or continuing education courses as required
- Ability to communicate with clients in a confidential and sensitive manner with clear professional boundaries
- Ability to work effectively with diverse people
- Ability to effectively perform basic job duties in a high-quality manner
- Ability to operate required hand and power tools safely and effectively
- Ability to send and retrieve e-mail
- Ability to create, open & save Word and Excel documents
- Ability to manage time and establish/ adjust priorities effectively with multiple projects going on, as circumstances dictate
- 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 to vendors and other employees
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- 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

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

OTHER QUALIFICATIONS

- Must have the ability to transport self in and around Pierce County. If that includes driving a personal vehicle, then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law
- Be comfortable driving rental or other non-personal vehicle, including box van or truck; tow trailer
- Acceptable criminal history record
- Initial agency training within first year of employment

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand for extended periods of time. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT (CONT.)

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 may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; biological material; drugs and/or drug paraphernalia; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, but occasionally may involve operating heavy machinery that requires ear protection.