



Job Description

Job Title:	Facilities Maintenance Technician
Department:	Mission Impact – Property/Facility Services
Reports To:	Hospitality & Property Director
FLSA Status:	Non-Exempt
Reviewed By:	Axiom HRS
Updated Date:	11/2018
Approved By:	President/Executive Director
Approved Date:	

JOB SUMMARY: The Facilities Maintenance Technician represents the core values and mission of the organization and is responsible for maintenance and upkeep of the facility, grounds, equipment, and vehicles of Coburn Place.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Ensures all program services are delivered according to the voluntary services model, are in compliance with all funding source guidelines, empower all clients to achieve goals to assist them in improving wellbeing according to the adopted Full Frame Initiative's Five Domains of Wellbeing, and are provided in the spirit of Coburn Place's guiding mission, vision, and values.
2. Ensures facility and grounds are clean and attractive by preparing the property for business each day – sidewalks, parking lots and access ways clean and clear. Works in conjunction with Hospitality & Property Director and housekeeping vendors to ensure property is maintained.
3. Removes snow/ice and spreads ice-melt on sidewalks during inclement weather and maintains curb appeal of the building throughout the year, including debris removal and landscaping maintenance.
4. Ensures facilities are in good repair, within compliance standards, and well-maintained by completing routine maintenance and work orders generated by residents and staff, as well as responds to after-hours maintenance requests by Hospitality & Property Director.
5. Establishes and upkeeps rotating preventative maintenance schedules for facility equipment and company vehicles.
6. Orients approved staff drivers to correctly operate and fuel company vehicles, document mileage, and document/submit incident reports regarding any damage (or potential damage) or vehicle maintenance needs.
7. Coordinates and schedules services and repairs for the facility, property, grounds, and company vehicles. Communicates maintenance and housekeeping concerns and facility equipment warranty issues to the Hospitality & Property Director.
8. Maintains solid working relationships with contracted vendors and notifies Hospitality & Property Director if a vendor is not performing satisfactory work or in the spirit of the mission of Coburn Place.
9. Reports inventory needs to Hospitality & Property Director, assisting in identifying needed items by keeping a running inventory of necessary levels in stock. Follows established inventory processes.



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10. Participates in the handling and/or pick-up of donated and/or ordered items according to established processes. Displays good stewardship of donated items by ensuring that items are used for intended purposes.
11. Participates in monthly unit inspections to address immediate maintenance needs. May provide maintenance/upkeep workshops in conjunction with the direct services team.
12. Executes apartment turnovers to include: removing trash; applying new paint; cleaning carpet; performing maintenance; and setting up for next tenant according to established processes in a timely manner.
13. Follows work safety and OSHA guidelines. Reports work accidents and injuries immediately.
14. Conducts annual facility/equipment needs assessment and inventory listing. Assists Hospitality & Property Director in the development of a capital replacement needs list to project future anticipated maintenance, equipment, and facility systems replacements.
15. Works with facility and property volunteers at Coburn Place in accordance with the organization's policies. Will regularly guide and instruct individual and groups of volunteers.
16. Identifies opportunities for volunteer and financial resources and communicates these prospects to the Advancement Department and/or President/Executive Director. Actively engages program volunteers by providing adequate oversight and job-related training. Maintains knowledge and awareness of volunteer policies and procedures.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Coburn Place. 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 duties and responsibilities.

COMPETENCIES:

Organization-related Competencies – To perform this job successfully, all employees of Coburn Place should demonstrate the following competencies;

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of Coburn Place above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports Coburn Place's goals and values; Benefits Coburn Place through outside activities; Supports affirmative action and respects diversity.

Oral/Written Communication – Speaks clearly and persuasively in positive or negative situations; Lists and gets clarification; Responds well to questions; Demonstrates group presentation skills and participates in meetings; Writes clearly and informatively; Edits work for



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spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, employees should demonstrate the following competencies;

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and within budget; Manages project team activities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience. Experience working in a property maintenance environment is required, within a housing facility or historic property preferred. Experience working in non-profit housing preferred.

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 before groups of customers or employees of organization.

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

REASONING ABILITY: 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: A valid Indiana driver's license and a satisfactory MVR is required for this position. CPR and First Aid certification are required and training in bloodborne pathogens and universal precautions is required. A clear DCS history, and clear criminal and sex offender background checks is required. E-Verify is required. Other maintenance and safety certifications may be required.

OTHER SKILLS AND ABILITIES: Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint and Adobe. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires a general understanding of building



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maintenance principles and practices to include: plumbing; heating and cooling; lawn care and landscaping and painting, while paying close attention to detail is essential.

OTHER QUALIFICATIONS: Candidates must be able to utilize hand tools and operate mechanical tools and equipment related to the essential duties and responsibilities of this job.

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 duties and responsibilities.

While performing the duties of this job, the employee is occasionally required to sit, stoop, kneel, crouch or crawl and taste or smell. The employee is frequently required to use hands to finger, handle or feel, climb or balance and talk or hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and or move more than 50 pounds and frequently required to lift or move up to 25 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp 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 duties and responsibilities.

While performing the duties of this job, the employee frequently is exposed to: working near moving mechanical parts; the risk of electrical shock; vibration; and all weather conditions. The employee may occasionally be exposed to: explosive and hazardous materials; and fumes or airborne particles. The employee may occasionally be exposed to: working in high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date



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Executive Director's Signature

Executive Director's Printed Name

Date