

Job Description

Job Title:	Facilities Technician – Building & Grounds		
Salary Range:	Min. \$30,000/year	Mid. \$36,000/year	Max. \$43,200/year
Department:	IT & Facilities		
Reports to:	Campus Facilities Manager		

Position Summary:

Reporting to the Campus Facilities Manager, the Facilities Technician will be responsible for assisting with the upkeep of the facilities and grounds. The Facilities Technician is skilled in a variety of areas including plumbing, carpentry, and electrical systems. Duties include (but are not limited to) minor maintenance and repair of all building and grounds equipment. This will include: Floor Scrubbers, Vacuum Cleaners, Water Heaters, Plumbing, Bathroom Dispensers, Sheet Rock Repair, Painting, Lawn Equipment, and Irrigation Systems. This position will also be responsible for ensuring our campus property is aesthetically well-kept and clean.

Essential Functions:

- Inspect buildings, equipment, and systems to identify any issues.
- Perform minor maintenance and repair of all building and grounds equipment.
- Repair damaged structures.
- Perform general maintenance tasks including painting and carpentry.
- HVAC filters change and cleaning as needed or scheduled.
- Perform grounds upkeep: mowing, weed eating, and edging. Maintain flower beds.
- Implement preventative maintenance procedures such as winterizing lawn equipment.
- Assist with maintaining the HVAC and plumbing systems to guarantee functionality.

Competencies (Knowledge, skills, and abilities):

1. Understanding of general maintenance procedures and techniques.
2. Able to communicate effectively both verbally and in writing.
3. Experience working with adults with special needs a plus.

**Minimum qualifications:****Education:**

- High school diploma or equivalent qualification

Experience:

- Background in maintenance and/or construction
- A minimum of 2 years' experience in a similar role is preferred

Specific Skills:

- Mechanically inclined
- Able to operate a floor scrubber
- Able to complete tasks in a timely manner
- Effective problem-solving abilities.
- Good verbal and written communication.
- Must be well- organized and can prioritize tasks.
- Ability to receive and follow directions verbally or written
- Able to lift up to 50 lbs.

Specialized Knowledge, Licenses, etc.:

- Certificate in HVAC, building maintenance technology or relevant field is preferred
- Basic knowledge of electrical
- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Success factors:

Upholds personal qualities of integrity and credibility with a commitment to and a passion for My Possibilities' mission. Is a team player who is self-motivated and dependable.

Supervisory responsibilities:

May supervise volunteers working on the campus in the capacity of facilities cleaning and/or landscaping.

Working conditions:

My Possibilities Facilities Team works traditional work hours but depending on the needs of the department or organization, work may occur during weekday evenings or weekends either in or outside the office and will be exposed to the weather conditions outdoors.