

**John H. Boner Community Center
Job Description**

JOB TITLE: Maintenance Technician

JOB CODE: II

DATE: July 2008

POSITION SUMMARY:

Performs general, high quality workmanship in maintenance to the John H. Boner Center properties and various facets of property maintenance at John H. Boner Community Center properties while working under the immediate supervision of the John H. Boner Community Center Director of Housing.

ESSENTIAL FUNCTIONS:

1. Development: Assist in the development, planning and implementation of various maintenance projects
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3. Maintenance Management: Coordinates assigned maintenance projects by establishing objectives and reviewing and establishing policies and procedures as directed by the Senior Lead Maintenance Technician.
4. Education/Training: Assists in the presentation of programs, workshops and out-reach projects. Assists in training staff in new policies and procedures.
5. Operations: Assists in operational troubleshooting and in streamlining work processes.
6. Supervision: May provide daily guidance and functional supervision to assigned staff during the absence of the Senior Lead Maintenance Technician.
7. Program Responsibilities:
 - Repair or replace leaking faucets, toilets, water heaters, burned out light bulbs, broken switches, receptacles, ballasts, garbage disposals, etc.
 - Ordering and/or purchasing materials and supplies
 - Check roof quarterly for leaks; clean gutters quarterly.
 - Install water heaters, toilets, faucets and other fixtures.
 - Plumbing Maintenance
 - Electrical Maintenance
 - Drywall Repair
 - Inspects and maintains HVAC systems
 - Prepares and or coordinates preparation of vacant units for move-ins, including painting, cleaning carpets, varnishing doors, etc. within scheduled time period.
 - Routinely performs quality control checks on completed work orders
 - Provides information for time, production, inventory, MDS and other record keeping and reports
 - Supervises Community Service workers for landscaping maintenance
 - Completes room set up as required for group meetings
 - Address maintenance requests in a timely manner.
 - Effectively communicate problems with contractors.
 - Routinely is on emergency night call.
 - All other duties as assigned.

The preceding essential function statements are not intended to be an exhaustive list of tasks and functions for this position. Other tasks and functions may be assigned as needed to fulfill the mission of the organization.

QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES:

- 5+ years preferred experience with maintenance trades
- 5+ years preferred experience with maintenance inspections/tests and repairs
- HVAC Certified and hands on experience
- Supervisory experience preferred within the repair/maintenance Industry
- Must be able to lift up to 50 lbs
- Strong communication and follow-up skills.
- Ability to work weekends and holidays.
- Concrete knowledge of safety rules and regulations including IOSHA standard, building codes, and electrical codes.

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- Requires dexterity, frequent standing, bending, reaching, stooping, and kneeling; frequent lifting of light to heavy objects; frequent climbing of ladders and stairs; occasional outdoor work in inclement weather
- Requires basic knowledge of safety procedures required in the performance of work assignments.
- Requires ability to work independently.
- Requires ability to track and perform multiple tasks.
- Requires ability to manage projects.
- Must provide own transportation.
- Must provide own handtools.