



Catherine McAuley Center

Facility Maintenance Technician

Part-time, Temporary, 15-25 hours per week.

This is a temporary position through June 30, 2020 with the potential to become a permanent full-time position at that time.

Accountability:

Reports to Systems and Facilities Manager

Qualifications:

Required

- High school diploma or equivalent
- Knowledge or training in general maintenance duties
- Strong interpersonal skills and ability to work effectively with others as part of a team
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner
- Flexibility and ability to handle stress and new or undefined situations
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business
- Strong organizational skills with ability to prioritize projects and tasks
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities
- Behave as a professional representative of CMC and communicate the mission and activities
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness
- Commitment to the CMC mission and the values of the Sisters of Mercy

Not required, but helpful

- Knowledge of HVAC systems and ability to perform routine maintenance
- Knowledge of boiler systems and ability to perform routine maintenance
- Ability to perform routine preventative maintenance on other mechanical and electrical components

Responsibilities:

- Provide lawn care and landscaping maintenance for all CMC owned properties (mowing, watering, edging, tree and bush trimming, fertilizer and weed prevention applications)
- Maintain clean exteriors of all CMC owned properties, including trash removal and sweeping walkways
- Provide snow and ice removal for all CMC owned properties
- Establish and maintain inventories of maintenance supplies and equipment
- Ensure all equipment is functioning appropriately
- Develop and maintain a facility maintenance program
- Assist with purchasing, receiving, storing, and distribution of materials and supplies
- Assist with moving of furniture and large donations
- Perform cleaning procedures which are above and beyond what housekeeping services provide

- Demonstrate proper care of and use of all equipment in facilities
- Follow agency safety policies and procedures and comply with OSHA standards
- Equipment Repair - Lawn maintenance equipment, air conditioner units, small household appliances, vacuum cleaners, lamps, etc.
- General Carpentry - Minor patch work, sanding, painting, trim work, window/screen replacement
- Electrical and Plumbing Repair - Minor projects and repair to plumbing and electrical fixtures
- Perform scheduled maintenance projects – Replace furnace and air handler filters, test and replace batteries in smoke detectors.
- Assess and recommend project needs
- Willingness and ability to form other related duties as assigned by Systems and Facilities Manager

Terms of Employment:

- Provide references for similar work
- Flexible in terms of availability
- Due to the nature of the services CMC provides, a background check is required and a confidentiality contract signed.
- Must have a current driver’s license and pass a MVR check
- Personal vehicle available for use if necessary

General Agency Duties

- Demonstrate a commitment to the mission of CMC
- Present a positive image of the Center and its programs
- Maintain clean and organized facilities
- Assist with the shared staff responsibilities for security of the clients/volunteers and building
- Perform other duties as requested/assigned.

Physical Work Requirements

- While performing the duties of the job, the employee is regularly required to talk and hear
- The physical activities of this position involve balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, standing, and stooping
- Heavy lifting is required of this position to carry or lift weight in the range of 75-100 pounds or more with assistance
- Ability to climb tall ladders and perform duties from them as needed
- Must be able to withstand inside and outside environmental conditions of extreme heat and cold and other weather conditions
- The physical demand described here are representative of those that must be met by an employee to successfully perform the essential function of this job

I have read the job description and understand the responsibilities I am assuming in accepting this position.

Name

Date