

Facilities Technician

40 hours/week, Permanent

Preferred hours 8:00 am – 4:00 pm, Monday – Friday, but can be flexible

Position Summary:

The Facilities Technician is responsible for performing routine interior and exterior maintenance, troubleshooting, repair, and some custodial duties of all CMC properties. This position will support the overall mission of the Catherine McAuley Center by providing a safe, secure, healthy, functional, welcoming, and well maintained environment for all who come through our doors. The ideal candidate will have 3 years of experience in the following areas: building maintenance, lawncare, painting, minor electrical and plumbing projects, and vehicle maintenance. This position does not include an option to work from home.

Accountability:

The Facilities Technician reports to the Director of Facilities & Technology.

Qualifications:

Required

- High school diploma or equivalent
- Have a current driver's license and personal vehicle available for occasional business use and pass a MVR check
- Skilled in general maintenance and custodial duties
- Skilled in operating small power tools safely
- Maintain an excellent attendance record
- Maintain a clean and organized work space
- Good 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 in new or undefined situations
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business
- Good organizational skills with ability to prioritize projects and tasks
- Must be self-motivated with the 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
- 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 preferred

- Experience working with electrical and plumbing
- Knowledgeable about general vehicle maintenance

Responsibilities:

- Provide lawn care and landscaping maintenance for all CMC owned properties (mowing, watering, landscaping, 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 with the exception of parking lots which are contracted
- Demonstrate proper care of and use of all tools and equipment in facilities
- Equipment Repair and Maintenance - Snow blowers, lawn care equipment, and other small office and household appliances

- General Carpentry - Minor patch work, sanding, painting, trim work, repairs
- 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, vacuum vents and coils, clean condensers, lubricate air handler
- Hang wall fixtures
- Coordinate and supervise outside contractors
- Assist with moving of furniture and large donations
- Establish and maintain inventories of maintenance supplies and equipment
- Ensure all equipment is functioning appropriately
- Manage regular maintenance and cleaning of CMC owned vehicles
- Responsible for maintaining the cleanliness and organization of the mechanical room, work space, and storage areas where maintenance equipment and materials are stored
- Follow agency safety policies and procedures and comply with OSHA standards
- Assess and recommend project needs
- Support custodian as requested
- Willingness and ability to perform other related duties as assigned

Terms of Employment:

- Provide references for similar work
- Flexible in terms of availability
- Have reliable transportation, proper insurance, and pass a Motor Vehicle Record (MVR) check
- Due to the nature of the services CMC provides, a background check is required and a confidentiality contract signed

General Agency Duties

- Present a positive image of the Center and its programs
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers with whom you are in direct contact
- Assist with CMC fundraising efforts and events as needed
- Maintain clean and organized facilities including the storage and archives
- 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

Facility Maintenance Technician Established 3/19; updated 10/2021; updated 11/2021 to Facilities Technician