



Maintenance Technician - Job Description

POSITION PURPOSE

Under the direction of the Facilities Director and the Maintenance Supervisor, this position is responsible for the care and upkeep of STF and ARM facilities. Provides direction and supervision for Tech I workers relative to the maintenance and repair work of all STF properties in the absence.

MINMUM QUALIFICATIONS

- High school diploma or GED required.
- Possess a minimum of 2 years of experience in property maintenance
- HVAC certification preferred.
- Demonstrated proficiency in Microsoft Office Suite including Word and Outlook.
- Some experience in the non-profit sector is preferred.
- Be able to proficiently speak, read and write the English language.
- Demonstrated verbal and written communication skills.
- Demonstrate excellent interpersonal communication skills.
- Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required
- Be 25 years of age or older for liability insurance requirements.
- Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.
- Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.
- Be a self-starter with excellent time management skills.
- Possess a collaborative way of working.
- Behave professionally in manner and appearance.
- Maintain strict confidentiality.
- Be consistently organized and flexible.

KEY RESPONSIBILITIES

- Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.
- Perform and ensure that all work orders are completed in the time allotted.
- Assist with rehabilitation of housing units within specified turnaround guidelines, including proficiency of specialty projects, i.e. drywall, HVAC, plumbing, electrical, etc.
- Performing preventive maintenance and inspections of housing units and administration buildings.
- Ensure all STF properties are maintained and in acceptable condition including interiors, exteriors and landscaping.
- Share emergency pager rotation with other Maintenance staff.

- Assisting with volunteer projects as needed.
- Maintaining rotation and changing of locks of housing units.
- Performing move-in and move-out inspections of housing units as needed.
- Schedule is subject to change and may include Saturdays and/or varied work hours.
- Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
- Adhere to all behavioral General Competencies.
- Adhere to STF and ARM policies and procedures.

Supervisory responsibilities

None

PHYSICAL DEMANDS

Requirements

- Stand or sit
- Stationary position
- Must be able to sit in vehicles to drive to residential sites multiple times a day.
- Walk
- Move, traverse
- The person in this position needs to frequently walk to and from residential sites, office and warehouse.
- Use hands/fingers to handle or feel
- Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position
- Constantly operates and maintains tools and equipment
- Climb
- (stairs/ladders) or
- balance
- Ascend/Descend, Work atop, Traverse
- Frequently ascends/descends a ladder and stairs to service residential sites.
- Stoop, kneel,
- crouch, or crawl
- Position self (to), Move
- Frequently positions self to repair and replace equipment, plumbing, etc. in residential sites
- Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information, Must constantly communicate, with clients, staff and the public
- See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess, Must constantly read, type, repair and view.)
- Taste/Smell (Detect, Distinguish, Determine, Frequently must be able to distinguish burning, mold, animal waste and other odors.)
- Carry weight, lift (Move, Transport, Position, Put, Install, Remove, Must frequently lift and move supplies weighing up to 50 pounds, Exposure to elements, Exposed, Work around)
- Frequently works in heat and sunlight

Job Type: Full-time

Salary: \$12.50 /hour