

York County Community Action Corp.

Building Maintenance Technician

Job Description

REPORTS TO: Facilities Manager

STATUS: Full time, non-exempt

PAY GRADE: 6

PURPOSE: Responsible for performing routine building maintenance tasks, general cleaning and day-to-day building operations of the agencies properties. Able to perform highly diversified duties to troubleshoot, repair and maintain facility equipment and keep the peak performance of buildings and their systems trouble free.

RESPONSIBILITIES:

1. Responsible for security of buildings, issuing keys and security codes, making sure buildings are secure when not occupied.
2. Responsible for maintaining building and grounds. Maintaining grounds including mowing, seeding, fertilizing, maintaining walkways from snow & ice, to provide a safe walking area.
3. Maintaining building, interior and exterior, repairing on-site and buildings we have interest with.
4. Efficiently delivers designated food and paper products to YCCAC sites according to direction of Children's Services Facilities Coordinator.
5. Ensures that all food deliveries maintain proper temperature, safety and licensing requirements. Promptly reports any issues to the Children's Services Facilities Coordinator.
6. Oversees outside contractors in equipment maintenance.
7. Orders supplies for paper goods, janitorial supplies.
8. Helps with janitorial tasks, not limited to emptying waste baskets, washing windows.
9. Maintains professional and technical knowledge by attending educational workshops as required by supervisor.
10. Supports and backs up Children's Services Facilities Coordinator with repairs as directed by Facilities Manager.
11. Periodic on call support: take non-workday calls for urgent issues from tenants at YCCAC owned apartments, such as non-contained water leaks and no heats during heating season. Contact a technician to address the issue if can't wait until the morning (your team would not be the ones responding).
12. Performs other duties as assigned, or as necessary to fulfill the position.

Qualifications:

1. Advanced knowledge of plumbing, electrical, painting, heating, HVAC system and carpentry/construction repairs.
2. Be able to perform other duties as necessary or assigned, including janitorial services, cleaning, washing.

3. Be able to work independently.
4. Ability to operate misc. equipment, not limited to lawn care equipment, snow removal equipment, able to lift (40) pounds and required to be in good physical condition.
5. Knowledge of equipment repair for lawn and snow equipment.
6. Confidentiality is a requirement of this position
7. Excellent communication skills and organizational skills required.
8. Maintain Forklift Certification, and be Servsafe food handler Certified. May also work under the supervision of a Servsafe Certified employee.
9. Must enjoy servicing others and working in a collaborative environment
10. Must not have an active record on the System for Award Management (SAM) website.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	<input type="radio"/>	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	<input type="radio"/>	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	<input type="radio"/>	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	40 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Building Maintenance Technician and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____

Date: _____