



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Maintenance Technician
Supervisor: Manager of Facilities and Transportation
Work Hours: 37.5 hours/week
(M-F 7:00am – 3:30pm; some on-call hours)

FLSA: Non-Exempt
Classification: Full-Time
Pay Rate: \$17/hr

Summary

Under the direct supervision of the Manager of Facilities and Transportation, this position will work on all new renovation projects and the restoration and rebuilding of commercial and residential properties. They will support the day-to-day operations of the agency and assume responsibility for maintaining the physical assets of the property under the direction of their manager. This position is responsible for performing maintenance tasks that support the upkeep of mechanical and electrical systems, plumbing, ground maintenance, and preventative maintenance.

Essential Job Duties

- Complete all maintenance service requests, working closely with department staff to expedite the efficient resolution of work orders.
- Conduct inspections of building interiors and exteriors, grounds, and advise supervisor of any necessary repairs.
- Recommend and purchase supplies, ensuring adequate supplies and materials.
- Perform routine maintenance functions such as painting, caulking, stripping and refinishing floors, sheet rocking, minor electrical work, plumbing, and preventive maintenance activities.
- Record all activity in the maintenance log.
- Assemble and move office furniture and agency equipment.
- Assist the grounds and housekeeping staff including keeping the grounds and common areas free of trash and debris, as needed. Must be able to shift between sites when necessary.
- Perform other duties assigned by supervisor and deemed necessary to continue the safe and sanitary operation of the agency, including on-call emergency service and housekeeping duties.

Knowledge, Skill and Abilities

- Ability to work independently on tasks.
- Knowledge of methods, practices, tools, supplies, and materials used in general maintenance and repairs of buildings, facilities, and equipment.
- Knowledge of occupational hazards and adherence to safety requirements, procedures, and best practices.
- Skilled in the use and care of hand tools, gauges, electrical metering devices, power tools, lawn and other related equipment

- Basic mathematical skills needed to perform routine computations.
- Proactively identify problems and implement solutions.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions and directions.
- Interact with staff and consumers of diverse cultural, racial and ethnic backgrounds.
- Provide excellent customer services to both internal and external customers.
- Must be able to lift at least 65 pounds.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, and hearing.
- Must be able to perform light work exerting up to 65 pounds of force occasionally, and/or 20 pounds of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors with exposure to various weather conditions.
- Regularly work near moving mechanical parts.
- Regularly exposed to high-noise environments.
- Regularly exposed to chemicals.

Qualifications

- High School Diploma or equivalent required with at least two (2) years of experience in preventative maintenance.
- Experience with minor electrical issues, drywall installation, plumbing, building repairs, and supply ordering is desired.
- Must have and maintain a valid NYS Driver’s License and have reliable transportation.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.