



Under the general supervision of the Director of Quality Assurance, the Maintenance Technician will perform various maintenance tasks including, but not limited to, plumbing, electrical, carpentry, equipment repair, HVAC, furniture rearrangement, and vehicle maintenance. Primary duties are to provide excellent customer service and communication supporting the organization in providing exemplary care, equipping staff, exceeding standards of care and being fiscally responsible.

MINIMUM QUALIFICATIONS:

- Must have two to three years in general maintenance work to include: carpentry, electrical and plumbing, and HVAC.
- Must be skilled in the use of power tools such as drills, circular saw, table saw and planer.
- Must display initiative and willingness to accept responsibility and work independently, especially in absence of department head.
- Must be flexible to schedule and work assignments
- Must be able to work in environment where individual's needs take precedence over all duties.
- Must carry a phone and be on call as scheduled.

PHYSICAL REQUIREMENTS:

- Color vision
- Hearing
- Ability to push minimum 100 pounds; ability to lift minimum 50 pounds
- Ability to climb ladder and step ladder
- Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc., as job may require.

POSITION RESPONSIBILITIES:

1. Conducts a visual inspection for each work site when on site and repair any items that have not been reported and/or reports broken items to the appropriate person.
2. Responsible for agency vehicle fleet including, but not limited to, licensing, routine and non-routine maintenance and cleaning/detailing. Conducts an inspection of each vehicle for each work site when on site.
3. Repairs and/or replaces, within limits of capabilities, floors, walls, stairways, partitions, doors, windows, screens, wood fixtures and furniture.
4. Sands, primes and paints walls, trim, molding and doors (internal and external). Assists in hanging wallpaper or decorative wall decals.
5. Repairs wooden or laminate items such as furniture, countertops, doors, or shelving. Constructs basic shelving.
6. Repairs minor electrical malfunctions, troubleshoots appliances, small motors, and pumps.
7. Installs outlets, switches, and runs proper sized electrical wires. Changes ballasts in lighting fixtures and changes bulbs. Sizes and changes fuses.

8. Cuts, assembles, installs and repairs pipes, fittings and fixtures for heating, water and sewer systems. Opens and repairs clogged or non-function sinks, toilets and drains.
9. Performs minor repairs to HVAC and coordinates repair with a 3rd party company when necessary.
10. Operates power mower, snowplow, and other equipment as necessary for group home's upkeep and snow removal.
11. Maintains all equipment in good operating order.
12. Inspects and documents on a monthly checklist of all assigned locations, ensuring the home meets all regulatory compliance.
13. Schedules annual, bi-annual, tri-annual and quarterly inspections with the appropriate companies or entities to meet regulatory compliance.
14. Inspects and documents on a monthly checklist of vehicles of all assigned locations, concentrating on safety and overall vehicle performance.
15. Monitors and reports on completion and accuracy of fire and emergency drills of all assigned locations.
16. Completes predetermined training at monthly staff meetings as well as address problems or concerns occurring at the specific location.
17. Maintains a professional courteous manner with all contractors, surveyors, landlords, and employees.
18. Maintains inventory of current tools and supplies and request additional tools supplies when needed.
19. Move furniture, equipment, boxes, and storage items when needed.
20. Performs other related duties as required at any Rose-Mary operated facility.