



Position Title: Maintenance Technician
Reports to: Facilities Manager
FLSA Status: Part Time, Non-Exempt
Hours: 20 – 25 hours per week

Job Summary

Under the direction of the Facilities Manager, the Maintenance Technician is part of a small team responsible for the maintenance and upkeep of the Erie City Mission facilities, equipment and vehicles. The role includes supporting a safe and healthy environment for the public, staff, program participants, guests and volunteers.

1. Position requires a person who is a capable leader, problem solver, self-starter, and has an attitude of service. The candidate should have the ability to work well with staff, program participants and volunteers.
2. Position requires a person that has knowledge of commercial building systems, including HVAC, electrical, plumbing, fire and security, as well as basic carpentry and painting.
3. Position requires a person with an understanding of preventative maintenance.

Responsibilities

- Responsible for maintaining buildings, grounds, vehicles and equipment.
- Maintain, service, troubleshoot and repair property, equipment and vehicles including, but not limited to: HVAC systems, plumbing fixtures, light fixtures, floor machines, laundry and kitchen equipment.
- Monitor and fulfill work orders in an efficient and timely manner. Prioritize tasks as necessary.
- Follow the maintenance calendar for regular, ongoing equipment service requirements, such as filter changes, lubrications, inspections, etc.
- Share responsibility to respond to emergency maintenance calls.
- Utilize web based maintenance management software.
- Maintain an inventory of the Mission's tools and other accessories.
- Manage snow removal, salt walkways, entryways and outside common areas.
- Contribute to and participate with programs and processes related to weather hazards, fire prevention, and overall safety.
- Improve performance, efficiency and productivity by implementing effective methods and strategies.
- Suggest new processes when necessary and maintain a culture of quality.
- Coordinate and supervise vendors as needed.

- Lead, train and supervise program participants and volunteers contributing to the Facilities Department.
- Participate in ongoing education as deemed necessary.
- Perform other duties as deemed necessary.

Qualifications

Personal

- Reliable transportation and a valid driver's license with a good driving record.
- Ability to develop and maintain effective working relationships with supervisors, program participants, volunteers and ministry staff.
- Willingness to sign and adhere to the Erie City Mission's Statement of Faith.

Education and Experience

- Minimum of a high school diploma or a GED equivalent
- Minimum of **seven years** of experience related to repair and maintenance of commercial building systems.
- Experience working with volunteers preferred.

Knowledge

Background or training in commercial HVAC, electrical and plumbing systems, as well as ability to read and interpret operation/maintenance manuals, technical data and construction documents.

Skills and Abilities

- Excellent interpersonal, organizational and problem-solving skills.
- Strong verbal and written communication skills.
- Ability to see tasks through to completion.
- Function well independently and as part of a team.
- Adaptable and flexible to high pressure situations.
- Basic proficiency in Microsoft Office Suite programs and web based research.

Physical Demands

The physical demands of this position 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.

While performing the duties of this job, the employee is regularly required to sit, stand and bend; use hands to manipulate; reach with hands and arms and to speak and listen. Occasionally this position may be required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duty of this job, the employee is occasionally exposed to wet and /or humid conditions; fumes or airborne particles; chemicals; outside weather conditions and the risk of electrical shock. Safety equipment and procedures are provided as necessary. The noise level in the work environment is usually moderate.

Disclaimer: Although the Erie City Mission (ECM) has attempted to accurately and thoroughly describe this position, ECM reserves the right to change the same; including changing, adding to or subtracting from the duties outlined, within the sole discretion of ECM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Ministry Representative Signature: _____

Stephen Westbrook, Executive Director

Employee Signature: _____

Date: _____