



Job Description

Job TITLE: Facilities Maintenance Technician
DEPARTMENT: Maintenance
REPORTS TO: Building and Maintenance Supervisor
STATUS: Full-time/Non-Exempt

ORGANIZATION SPOTLIGHT:

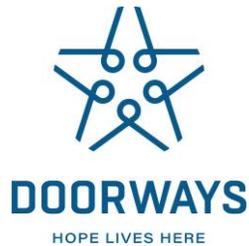
DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV/AIDS, and homelessness by providing numerous social services that improve Housing, Health, and Hope®. Now in its 34th year, DOORWAYS has progressed to a multi-million dollar agency that assists over 3,000 clients annually. Even in the midst of a pandemic, the organization continues to grow while focusing on improving the quality of life for those we serve. We're most excited about our next chapter: a new campus in 2022 that will allow for even greater community outreach.

POSITION OVERVIEW:

Employee must be responsible for performing routine building maintenance tasks in one or more fields: carpentry, electrical, heating, ventilation, air conditioning (HVAC), and plumbing. General cleaning and other tasks may be assigned. Applicant must have reliable transportation and undergo a background check, physical, and drug test.

MAJOR DUTIES AND RESPONSIBILITIES

- Inspect buildings and other structures to determine functional systems and detect malfunctions.
- Maintain and record needed repair making notes and recommendations using a pre-established check sheet.
- Perform minor electrical maintenance.
- Perform minor plumbing maintenance such as repair of leaks in drains and faucets and unclogging drains.
- Perform minor painting, carpentry, and masonry work.
- Oversee snow, waste, and pest control.
- Ensure smoke and heat detectors are in optimal working condition.
- Reconfigure, install, and remount office utilities to make best use of space with the use of power and specialty tools.
- Prepare surfaces to preserve wood and metal parts from corrosion, and allow for a comfortable and safe working environment.
- Coordinate maintenance services and activities with related departments such as Dietary and Nursing.



- Assure outside services are properly completed and supervised in accordance with contracts and other work orders.
- Complete reports and studies to assure the control of equipment, supplies, and workrooms. Submit accident/incident reports to supervisor.
- Assure that the Infection Control and Universal Precautions are followed.
- Must work flexible hours and respond to emergency “call-outs” at any time of the day.
- Perform weekly, monthly, and quarterly safety checks throughout the facility to ensure a safe and clean environment.

EDUCATION & EXPERIENCE

- Completion of a high school education
- Two years working experience in facility maintenance
- Basic understanding of electrical, plumbing, and carpentry work
- HVAC certification highly preferred

Other REQUIREMENTS

- Must be able to move intermittently throughout the workday.
- Must possess sight/hearing senses adequately functioning to complete necessary duties.
- Must be able to carry, push, pull, and move equipment in excess of 100 pounds.
- Must have reliable transportation to travel between worksites and other locations during the work day, along with the ability to come into work when “on call”.

This job description in no way states or implies that these are the only duties the Maintenance Technician 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 a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.

If interested, please send cover letter, resume, and salary requirement by to:
employment@doorwayshousing.org.

Please no phone calls or solicitations.