

## Reports to Director of Facilities

---

### **Maintenance Technician**

#### **SUMMARY OF PRIMARY FUNCTION**

The Maintenance Technician will function as a member of the larger Porchlight maintenance team with a primary responsibility for the maintenance and repair of all Porchlight properties.

#### **ESSENTIAL RESPONSIBILITIES/DUTIES**

The job responsibilities cover most aspects of facility maintenance. Proficiency in all of them is not required; a good mechanical aptitude and the willingness to learn are important.

1. Unit Turnovers: This includes the wide variety of tasks associated with turning over a unit for a new client, including cleaning, painting, patching and other cosmetic repairs.
2. Plumbing: From the minor to the major, this includes the repair and/or installation of faucets, sinks, garbage disposals and toilets. Also to include the clearing of stopped drain lines and other plumbing issues.
3. Carpentry: Rough and trim carpentry, door repair & replacement, installation of siding, repair & replacement of windows, cabinetry, and custom work.
4. Flooring: Repair, maintenance and installation of various flooring materials, including VCT, carpet, ceramic tile and laminate flooring.
5. Electrical: Replace apartment light fixtures as required, replace blown bulbs, test fire alarms, minor electrical repairs.
6. Appliances: Basic troubleshooting, minor repair and maintenance of ranges, refrigerators and laundry machines.
7. Record-Keeping: Daily timesheet records as well as inventory and materials used.
8. Grounds: Including snow removal, some landscaping, trash cleanup and tree pruning.
9. Physical ability to lift 50 pounds or more, and to perform other physical work as needed (e.g., load 50 pound bags of salt, move furniture, move appliances)
10. On-Call: Willingness to be 'on call' for after-hours emergency calls on a rotating/shared basis with other maintenance staff.
11. Meetings: Attend bi-weekly maintenance team meetings and occasional company meetings.

#### **Teamwork & Collaboration:**

1. Works in collaboration with program and all other agency staff to facilitate a team environment.
2. Demonstrates and models effective communication skills in building relationships with all clients and employees.
3. Creates good working relationships with other service providers.
4. Participates in the development and implementation of Porchlight's strategic plan.

**Porchlight Values & Culture:**

1. Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
2. Helps to create an environment that values and appreciates diversity.
3. Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
4. Maintains strict confidentiality of all information.
5. Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
6. Conducts self within appropriate and expected professional boundaries and policies.

**QUALIFICATIONS**

1. Knowledge of (or ability to learn and follow) appropriate guidelines for the safe use of all equipment, chemicals, cleaning materials and tools, as appropriate.
2. Ability to make judicious purchasing decisions.
3. Sincere respect for disadvantaged individuals and all clients, guests and staff.
4. Demonstrated ability to work with a diverse population.
5. High ethical standards.
6. Team Oriented.
7. Ownership of basic carpentry and repair tools, and the willingness to use those tools in the performance of job duties.
8. Valid Wisconsin Drivers License with consistent access to an insured vehicle.
9. All applicants must pass a drug test as a condition of employment.