

Friends of Children & Families, Inc.

Class Specification

Class Title	Maintenance Technician	
FLSA Designation & Grade	Non-Exempt	Grade 7
Supervisor	Systems Manager	
Terms of Employment	40 hours a week/ 52 weeks a year	
PC Approval / Board Approval	May 20, 2008 / May 28, 2008	

General Statement of Duties

Performs maintenance at all Friends of Children and Families (FCF) facilities; completes repairs or manages contracts for repair work; ensures safe environments at all buildings; provides lead for volunteers and volunteer projects; performs related work as required.

Classification Summary

The principal function of an employee in this class is to provide general maintenance and custodial services for FCF facilities and sites, including preventive repairs, grounds keeping, ensuring compliance with safety regulations, performing general repairs, operating electrical and hand tools, maintaining inventory of tools and equipment, arranging for meeting set-ups, and delivery of equipment between sites. The work is performed under the direct supervision of the Systems Manager. Direct supervision is exercised over the work of assigned staff, volunteers, community service workers, and contract laborers. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions, and related hazards, and a general office environment.

Essential Duties and Responsibilities

- Completes general maintenance, preventive maintenance, and repairs for all facilities up until there is a need for a licensed professional to be contacted;
- Performs preventive maintenance duties, such as changing air conditioning filters, light carpentry, minor electrical work; reviews roof conditions monthly, cleans gutters, etc;
- Performs custodial services for common areas, children and adult bathrooms and the janitorial closet. This includes sweeping and mopping floors, cleaning and sanitizing toilets, spot cleaning the walls and doors, cleaning and sanitizing sinks and other appliances, washing mirrors and pictures, vacuuming, replenishing paper products and cleaning products and keeping those areas free of debris and hazardous materials or conditions;
- Transports supplies or materials for meetings, to and/or from storage, to replenish center supplies, move an office, etc;
- Maintains clean and orderly storage, whether in a FCF owned or a leased unit;
- Pick up supplies from vendors (Costco, Home Depot) and assist with putting them away.;

- Performs landscaping services for centers including mowing, watering, trimming hedges, weeding and ensuring snow is removed from walk ways and parking areas;
- Sets up rooms after specialized cleaning has occurred;
- Works with Center Supervisor to stock all paper products and cleaning supplies for the center;
- Completes a daily grounds check to ensure premises are cleaned daily and kept free of undesirable and hazardous materials and conditions.;
- Complete special projects as needed;
- Prepares required program and other reports for state and federal agencies;
- Regularly involves and encourages parents to volunteer within all components of program operation;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Ensures that all manual labor is accomplished according to safety standards, whether by FCF staff, volunteers, community action workers or contractors;
- Keeps immediate supervisor, and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new or current employees;
- Responds to questions and comments in a courteous and timely manner;
- Establishes and administers procedures and schedules for the regular, ongoing custodial care for all facilities, oversees work. Coordinates and ensures custodial and MSDS training for all program staff;
- Provides backup janitorial work for facilities and administrative office operations;
- Prioritizes work orders, schedules and organizes labor efficiently to accomplish tasks, tracks progress of work orders and post progress to monitoring reports; communicates back to staff regarding progress and completion of work orders;
- Establishes and maintains effective working relationships with co-workers, children, families, service professionals, community groups, and the general public;
- Oversees Recycling at all facilities and staff gatherings.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Skilled trade methods and procedures including those related to carpentry, plumbing, masonry, electrical wiring and HVAC systems;
- Tools, materials and equipment essential to building maintenance, construction, repair and cleaning, including those used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, and carpentry trades and crafts;
- The safe use of janitorial supplies, and the safe use of manual and electrical cleaning equipment;
- Occupational hazards and safety precautions involved in general building and maintenance work.

Ability to:

- Perform HVAC, electrical, plumbing, mechanical, and carpentry work and appliance repair;
- Lift, move and maneuver hand and power equipment weighing up to and over 100 pounds safely;
- Bend, stoop, reach, and work safely from ladders;
- Use a variety of hand and power tools such as hammers, saws, wrenches and other tools common to building maintenance, repair and cleaning;

- Operate grounds maintenance equipment in a safe and efficient manner;
- Work independently to complete work on schedule and according to quality control standards;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Work evenings and irregular hours if required;
- Comprehend and follow oral and written instructions;
- Identify and recommend improved methods of performing the work;
- Establish and maintain effective working relationships with supervisor, co-workers, managers and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work and cost reduction;
- Use problem solving skills involving varied situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Perform all work duties and activities in accordance with FCF/Head Start policies, procedures and safety practices;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or General Equivalency Degree (GED); and
- One year experience in general maintenance; or
- Any equivalent combination of experience and training which provides the knowledge, skills and demonstrated abilities necessary to perform the work.

Required Special Qualifications

- Possession of or the ability to obtain a driver's license issued by the State of Idaho and driving record clear of violations; provide proof of current vehicle insurance adequate to meet state insurance requirements;
- Ability to drive standard transmission pickup truck;
- Must pass a Health Physical Screen and TB test; must be able to lift at least 80 pounds;
- Must pass a criminal background check that meets required state, federal, and FCF Head Start standards;
- Must pass a drug test and submit to random drug testing.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively with co-workers, volunteers, families, and vendors;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read written instructions and structural schematics; perform maintenance and repairs; operate equipment and machines; adhere to safety requirements; and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions, perform maintenance, repairs, custodial and grounds keeping tasks; and adhere to safety requirements;

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work indoors and outdoors, in potentially adverse weather conditions; occasionally lifting or moving objects that may weigh up to 80 pounds;
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping.