

Inner City Christian Federation
ICCF Nonprofit Housing Corporation
Job Description

Job Title: Building Technician
Department: Real Estate Development and Management (REDM)
Reports To: Facilities Manager or Maintenance Supervisor
FLSA Status: Non-Exempt
Prepared Date: 6/07/19

SUMMARY

Perform maintenance, repair, custodial, and grounds maintenance services at one ICCF Apartment Facility and other properties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

60% of Your Daily Workload

Conduct routine maintenance, preventative maintenance, vacant unit turns, and emergency repairs of buildings and grounds.

Complete all work with a respect for time efficiency, budget awareness, and beauty.

Maintain open communication with residents and supervisor regarding status of open work orders.

Requisition building supplies necessary to maintain an adequate inventory level within the maintenance department.

Assist in preparation for all property inspections, including but not limited to, the City of Grand Rapids and MSHDA.

Complete grounds work as directed by Maintenance Supervisor and/or Facility Manager which may include snow removal, picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds, etc.

Responsible for alerting the Maintenance Supervisor and/or Facility Manager of any unusual occurrence, condition and/or damage that have taken place or that may occur.

Responsible for on-call 24-hour emergency maintenance service according to a rotating schedule with other ICCF maintenance personnel as coordinated by Maintenance Supervisor and/or Facility Manager.

40% of Your Daily Workload

Clean up debris around exterior of buildings including stairways, entryways, and parking lots.

Water flowerbeds/planters as needed.

Sweep/clean all entrances and remove stains from hard surface floors.

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.

Clean and polish furniture and fixtures.

Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.

Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Prepare cleaning supply and equipment purchase lists.

Spray insecticides and fumigants to prevent insect and rodent infestation.

Empty trash, recycling, and compost containers from all offices, kitchens, and storage closets on all floors. Take out trash, recycling, and compost on morning of pickup day.

Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Provide exemplary customer service to residents, staff, and the community

Oral Communication - Listens and gets clarification; Responds well to questions.

Cost Consciousness - Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Upholds organizational values.

Organizational Support - Follows policies and procedures.

Judgment - Exhibits sound and accurate judgment.

Motivation - Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Quality - Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Safety and Security - Reports potentially unsafe conditions.

Adaptability - Manages competing demands.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or 2+ years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

TECHNOLOGICAL SKILLS

Ability to effectively use a smart phone, tablet, and computer using the Windows platform. Ability to navigate a variety of software including Microsoft Office, Microsoft 365, and digital timecards. Previous experience with Yardi Maintenance is ideal.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Michigan Driver's license and have acceptable driving record.

EQUIPMENT AND TOOLS

Must provide your own reliable vehicle, hand tools, power saws, cleaning tools, ladders, basic electrical tools. Mileage traveled for ICCF duties will be compensated per ICCF policy.

PHYSICAL DEMANDS

The physical demands described here 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 stand and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described 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 duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

COMPENSATION

Salary commensurate with experience.

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Please submit your resume with a cover letter to hr@iccf.org. ICCF is an EEO employer.