

ICCF
Inner City Christian Federation
Position Description

Job Title: Maintenance Technician
Department: Real Estate Development & Management
Reports To: Maintenance Supervisor
FLSA Status: Full-Time/Non-Exempt
Revision Date: July 2018

SUMMARY

Performs maintenance and repair activities of physical structures of buildings by performing the following duties.

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

Conducts routine maintenance, preventative maintenance, and emergency repairs of buildings and grounds.

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

Assist in preparation for and response to MSHDA inspections as required.

Assist workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.

Completes work in conformance with blueprints, specifications, and standards.

Suggests changes in working conditions, use of equipment, and organizational systems to increase efficiency of work.

Analyzes and resolves work problems, or assists other workers in solving problems.

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 1-2 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.

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

Valid Michigan Driver's License

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.

Please send your resume and cover letter to hr@iccf.org.

ICCF is an EEO employer.