



The Center for Individuals with Physical Challenges Job Description

Position Title: Facility Maintenance Technician

Department: Maintenance

Reports to: Facility Maintenance Supervisor

Job Classification: Non-exempt

This could be a full- or part-time position. Pay will be dependent on experience.

Job Summary: To ensure *The Center* is a safe and pleasant environment for members, staff, volunteers and guests in the facilities, on the grounds, and in *The Center* vehicles. Also, to ensure the value of capital assets of *The Center* are protected from unwarranted destruction and depreciation.

Essential Job Duties/Responsibilities:

- Serve as second point-of-contact to receive and process all maintenance/repair issues
- Perform porter duties on grounds and interior of building as needed
- Log repairs in Facility Maintenance Manual to track repairs
- Perform repairs as needed
- Assist with maintaining the assets of the facilities, including the pool and building and grounds equipment.
- Maintain a key and lock system for the facility and vehicles.
- Monitor and stock restroom supplies and paper products as needed.
- Serves as second on-call for facility emergencies and informs Facilities Supervisor when needed.
- Assist in the execution of a maintenance plan to ensure that facilities, grounds and equipment meet health, safety, regulatory, industry and *The Center* standards and support program needs.
- Assist in vehicle maintenance to ensure proper safety, functioning and cleanliness.
- Maintain the grounds, including mowing the lawn, weed eating, leaf blowing and removal, edging and trimming.
- Maintain the cleanliness of The Center, including windows, floors, walls, etc.
- Develop and maintain positive relationships with staff, volunteers, members, vendors/contractors, neighbors, community groups, board of directors, government agencies, and the business community to facilitate smooth facility operations and program activities.
- Assist with special projects as needed, included fundraising events, meetings, program events and volunteer projects
- Performs other duties as assigned.

Minimum Required Skills/Abilities:

- Minimum of three-years' experience in maintenance/repair of building and equipment
- Valid Oklahoma driver's license and ability to drive on behalf of *The Center*.
- Demonstrated oral and written communication skills.
- Knowledge of Microsoft Office, including Outlook, Word and Excel.
- Ability to troubleshoot issues, logically determine options and identify appropriate next steps.

Preferred Skills/Abilities:

Knowledge in any or all of the following:

- Pool management
- Plumbing
- Electrical
- Mechanical
- Structural Repairs of moderate complexity.

Required Education/Experience:

- High School Diploma or GED

Physical Requirements:

Must have the ability to:

- Climb ladders and stairs
- Lift 50 pounds
- Pull/push equipment as needed
- Ride and push a lawn mower
- Walk the length of the building and back
- Be exposed to extreme weather (e.g., heat, snow/cold) as needed