



Position Title: Maintenance Technician
Department: Facilities
Reports to: Maintenance Manager
FLSA Status: Full Time, Non-Exempt
Hours: 40 hours per week, first shift, Monday thru Friday **and**
every other week off-hours on-call responsibility
Compensation: \$15.00-\$16.50 per hour, depending on experience

Job Summary

Under the direction of the Maintenance Manager, the Maintenance Technician is part of a small team responsible for the maintenance and upkeep of the Erie City Mission facilities, equipment and vehicles. The role includes supporting a safe and healthy environment for the public, staff, program participants, guests and volunteers.

1. Position requires a person who is a capable problem solver and self-starter, and who has an attitude of service. The candidate should have the ability to work well with staff, program participants and volunteers.
2. Position requires a person that has general knowledge of commercial building systems, including HVAC, electrical, plumbing, fire and security, as well as basic carpentry, painting and landscaping skills.
3. Outdoor work, often in inclement weather, and irregular work hours are to be expected on occasion.

Responsibilities

- Assist with maintaining, servicing, troubleshooting and repairing buildings, grounds, appliances, equipment and vehicles, including but not limited to: general repairs, HVAC systems, plumbing fixtures, light fixtures, floor machines, laundry and kitchen equipment.
- Share responsibility to respond to emergency maintenance calls.
- Assist with maintaining an inventory of the Mission's tools and other accessories.
- Assist with snow removal, including shoveling and salting walkways, entryways and outside common areas.
- Assist with special event support activities, sometimes outside of normal working hours.
- Contribute to and participate with programs and processes related to weather hazards, fire prevention, and overall safety.
- Assist Maintenance Manager in daily review, prioritization and fulfillment of work orders in an efficient and timely manner.
- Utilize web-based maintenance management software.
- Improve performance, efficiency and productivity by implementing effective methods and strategies.
- Suggest new processes when necessary and contribute to a culture of quality.

- Coordinate and supervise vendors when directed by Maintenance Manager.
- Lead, train and supervise program participants and volunteers contributing to the Facilities Department, when directed by Maintenance Manager.
- Participate in ongoing education as deemed necessary.
- Perform other duties as deemed necessary.

Qualifications

Personal

- Reliable transportation and a valid Pennsylvania driver's license with a good driving record.
- Ability to develop and maintain effective working relationships with supervisors, program participants, volunteers and ministry staff.
- Willingness to sign and adhere to the Erie City Mission's Statement of Faith.

Education and Experience

- Minimum of a high school diploma or a GED equivalent
- Minimum of **three years** of experience related to general repair and maintenance of buildings and equipment.
- Specific craft or technical training helpful. (carpentry, flooring, locksmith, electrical...)
- Experience working with volunteers preferred.

Knowledge

Background or training in commercial HVAC, electrical and plumbing systems, as well as ability to read and interpret operation/maintenance manuals, technical data and construction documents.

Skills and Abilities

- Excellent interpersonal, organizational and problem-solving skills.
- Strong verbal and written communication skills.
- Ability to see tasks through to completion.
- Function well independently and as part of a team.
- Adaptable and flexible to high pressure situations. Able to work independently under the demands of deadlines, interruptions and changing priorities while maintaining a strong attention to detail and positive attitude.
- Basic proficiency in Microsoft Office Suite programs and web-based research.

Physical Demands

The physical demands of this position 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 sit, stand, walk and bend; use hands to manipulate; reach with hands and arms and to speak and listen. Frequently this position will be required to climb or balance and stoop, kneel, crouch or crawl. The employee must lift and/or move up to 60 pounds independently and more with assistance and proper lifting techniques. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics 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 duty of this job, the employee is occasionally exposed to wet and /or humid conditions; fumes or airborne particles; chemicals; outside weather conditions and the risk of electrical shock. Safety equipment and procedures are provided as necessary. The noise level in the work environment is usually moderate.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental Insurance
- Basic life insurance
- Short- and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

Any offer of employment from the Erie City Mission is contingent upon the successful completion of:

- Background check
- Drug test
- PA Child Abuse History

Disclaimer: Although the Erie City Mission (ECM) has attempted to accurately and thoroughly describe this position, ECM reserves the right to change the same; including changing, adding to or subtracting from the duties outlined, within the sole discretion of ECM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Ministry Representative Signature: _____

Employee Signature: _____ Date: _____