



## Position Description

<b>Position Title:</b>	<b>Maintenance Technician</b>
<b>Department:</b>	<b>Properties</b>
<b>Reports To:</b>	<b>Director of Properties</b>
<b>Location:</b>	<b>TBD</b>
<b>Exemption:</b>	<b>Non-Exempt</b>
<b>Date</b>	<b>April 2016</b>

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### Job Summary

Under minimal supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment.

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### Essential Duties and Responsibilities

- To provide courteous, consistent, professional and knowledgeable customer service.
- General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds. Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including:
  - carpentry, electrical, plumbing, glazier, masonry, and painting tasks;
  - repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets;
  - performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges;
  - cleans plugged key slots;
  - changes filters on heating, ventilating and air conditioning units;
  - services appliances, kitchen, and emergency equipment;
  - hooks up appliances;
  - reports mechanical malfunctions to appropriate party for action;
  - moves and assists in moving furniture and equipment at various facilities/sites;
  - sets up and breaks down cubicle partitions;
  - exercises discretion in identifying projects requiring the services of a higher skilled crafts person;
  - assists in obtaining quotes and arranging for services of outside vendors as needed;
  - activates and deactivates building alarms
  - maintains clean, safe, and orderly work sites.
- **Carpentry:** Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- **Glazier:** Removes broken glass, putty or plastic; replaces windows and door hardware; replaces or arranges for replacement of glass for windows, doors, and light fixtures.
- **Electrical:** Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
- **Plumbing/Painting:** Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.
- **Grounds Maintenance:** Maintains grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment; trims tree branches that create hazardous situations; installs and maintains drinking fountains; repairs/replaces hot water heaters.

- Masonry: Lays forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs.
- Supervise vendors and service providers, escalates issues as appropriate.
- Follows all safety guidelines at all times, reports hazards or accidents in a timely manner.
- Always comply fully with Council's financial policies and procedures.
- Willing and able to be "on call" for emergencies
- Other duties as assigned.

### **Skill, Experience & Education**

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.
- Knowledge of: methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades
- Good math aptitude; do material take offs, calculate square footage and understand budget reports.
- Effectively use a variety of hand and power tools; review and identify projects needed to be serviced by outside contractors;
- Follow oral and/or written instructions, excellent communication skills, written and verbal with English language proficiency.
- Willingness to work outside in inclement weather (if necessary).
- Strong computer skills, know how to use a scanner, Microsoft Outlook for emailing purposes, and Microsoft Word for written correspondence.
- Must be able to pass a criminal background check
- Possession of a valid California driver's license

### **Additional Organizational Requirements**

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Please submit resume to [careers@girlscoutsla.org](mailto:careers@girlscoutsla.org) with "MaintenanceTech" in the subject line.