

FACILITIES TECHNICIAN

Reviewed 03/15

REPORTS TO: Facilities Lead Manager

SUPERVISES: No one

STATUS: Non-Exempt

JOB OBJECTIVES: Responsible for the care, maintenance, and repair of all buildings, grounds and equipment belonging to JRDS.

ESSENTIAL JOB FUNCTIONS:

- Maintenance of all JRDS facilities including: JC Center, RC Center, group homes, waiver homes, buildings, grounds, driveways, parking areas and equipment belonging to JRDS;
- Maintenance of all common grounds including, but not limited to: mowing, weeding, spraying, snow removal and general clean up of open areas, fences, parking areas and signs;
- Inform supervisor when assigned work appears to require outside contractor;
- Follow JRDS safety policies and guidelines to maintain safe environment;
- Follow established preventative maintenance programs in coordination with supervisor;
- Assist supervisor in preparing reports and identifying projects requiring major funding.
- Provide on and off-hour emergency response as needed, including serving as a contact for the Police Departments, should they detect a problem during routine security checks;
- Purchase, move and transport equipment and supplies as requested by supervisor; assemble new equipment and be responsible for emergency equipment, such as generators, kerosene heaters, salamanders, and emergency lights following OSHA/CARF/DOL regulations;
- Work closely with others to ensure JRDS is maintained in a safe, efficient and professional looking manner following internal procedures and external regulations;
- Complete & maintain required paperwork;
- Assist in building job setups where necessary;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;
- Perform any other duties as assigned;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Electrical/HVAC, carpentry, vehicle maintenance, plumbing.
- Willingness to ask for help when needed.
- Written and verbal communication skills.
- Problem solving.
- Time management skills
- Initiative
- Basic Math
- Cost consciousness
- Anticipate problems and initiate corrective action
- Tow motor certification
- Dependability/flexibility
- Use of manual and power tools.
- Read and use blueprints and specifications
- Ability to multi-task and prioritize.

JOB STANDARDS: Accredited High School diploma or High School equivalent with minimum of three to five years related work experience. Excellent work references and valid driver's license required. Ability to obtain chauffeur's license and CDL license, if needed.

EQUIPMENT: ability to safely operate tow motor, agency vehicles and machinery/equipment as required by position duties.

PHYSICAL REQUIREMENTS:

- Able to lift 40 to 70 lbs.
- Good vision with excellent depth perception
- Able to stoop, bend, reach, crawl, push, kneel, climb
- Must be able to drive vehicle to transport equipment to and from locations

JOB LOCATION: All JRDS locations, including center, group homes, and waiver homes in Jay and Randolph Counties. Position to be based at the Jay County Center, 901 E. Water St., Portland, IN.

WORKING ATTIRE: Clean, casual attire appropriate for duties performed and weather conditions. Agency dress code should be followed per the Personnel Policies manual.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date