

## **Employment Announcement Maintenance Technician**

### **I. JOB SUMMARY:**

The Maintenance Technician installs, troubleshoots, repairs, and maintains facility and equipment according to safety, forecasting and preventive maintenance schedule and systems. The Maintenance Technician coordinates and supervises work completed by clients residing at the Homeless Assistance Center. The Maintenance Technician understands that Broward County follows a Housing First model and that all clients' experience with homelessness should be rare, brief, and non-recurring.

### **ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:**

1. Maintains grounds and landscape areas in order to ensure they are presentable, clean and safe.
2. Performs a variety of maintenance work in order to ensure a clean, safe environment for the clients, staff, and visitors. Minimizes major repair/replacement costs and extends the useful life of equipment and fixtures.
3. Maintains a variety of landscape and construction related equipment and performs preventative maintenance in order to ensure that the equipment operates safely and appropriately when needed.
4. Provides emergency and / or unscheduled repairs of equipment, ensuring minimum disruption of daily activities.
5. Moves a variety of furniture and related items in order to relocate/rearrange work stations/offices, set up for meetings, activities and events.
6. Performs a variety of plumbing, mechanical, carpentry, and basic electrical work.
7. Maintains floors and waxes on a regular basis.
8. Diagnoses problems, replaces or repairs parts, tests and make adjustments.
9. Uses a variety of hand power tools, electric meters and material handling equipment in performing duties.

10. Coordinates and supervises maintenance and janitorial work that is completed by clients residing at the Homeless Assistance Center.
11. Manages and coordinates emergency and/or scheduled repairs of equipment, ensuring minimum disruption of daily activities.
12. Detects faulty operations, defective material and reports those and any unusual situations to proper personnel.
13. Adheres to preventive maintenance schedule in an attentive manner.
14. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

**III. AGENCY EXPECTATIONS OF EMPLOYEE:**

- All employees are expected to adhere to Agency Policies and Procedures.
- All employees are expected to dress appropriately and professionally.
- All employees are expected to attend required and/or assigned Agency trainings.
- All employees are expected to be courteous, polite and friendly both to our clients and to their fellow employees.
- All employees are expected to consistently report to work on time prepared to perform the duties of their position.

**IV. QUALIFICATIONS:**

**Education/Experience:** A high school diploma or GED is required. Completion of a craft apprenticeship, or an equivalent number of years of maintenance experience preferred. May be required to respond to emergency calls as needed and work a flexible scheduled. Experience using power tools and equipment required. Must have a valid driver's license and safe driving record.

**V. WORK ENVIRONMENT:**

Work environment characteristics 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.

The Maintenance Technician works in settings of BP, including offices, classrooms, group rooms as well as being involved in other areas of BP programs both on and off campus. In addition, the position is active in the community as situations warrant, representing BP.

Please e-mail cover letter and resume to: [careers@bphi.org](mailto:careers@bphi.org) and include the job title of "Maintenance Technician" in the subject line.

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