

Title of Position: Facilities Technician

Reports to: Facilities Manager

Status: Non-Exempt

Salary: \$17.50hr

All employees are expected to support the mission of The Women's Home "to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals".

Position Summary: This position coordinates and carries out maintenance duties as needed for six facilities located in the Montrose and Spring Branch areas of Houston. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Also this position is required to understand and accept the need for clear behavioral boundaries between staff and clients.

- General** perform ongoing maintenance tasks, such as changing light bulbs, making key copies, change ballast, a/c filters, belts, grease bearings, clean drain pans, clean coils, etc.
- B. Inspect all facilities (inside and out) and grounds to identify maintenance needs.
 - C. Perform room-by-room monthly inspections of all locations including but not limited to: fire extinguishers, exit lights, smoke detectors and emergency lighting at all facilities; ensuring all facilities are in compliance with COH fire code.
 - D. Make minor repairs as needed such as a/c, electrical, plumbing, painting, drywall, caulking where needed such as windows, etc.
 - E. Identify and help solve safety problems.
 - F. Pressure wash areas as needed.
 - G. Maintain and clean all vehicles by taking them to the mechanic shop for maintenance, repairs, and inspections.
 - H. Be available as a backup when maintenance personnel go on vacation.
 - I. Be on call for any maintenance related emergencies
 - J. Be the backup for the receptionists at WLSC to close building.
 - K. Be part of the recovery team during hurricane season and winter storms when called upon.
 - L. Be available for vendors who enter our property while making repairs or inspections.
 - M. Follow our preventive maintenance schedule for all Montrose and Spring Branch properties.
 - N. Perform other tasks such as clean a/c vents, exhaust vents, windows, bird baths, etc.
 - O. Restripe parking lots when needed.
 - P. Clean all exterior metal doors and all debris of single story homes at residential location.

Daily/ Weekly

- A. Prioritize maintenance activities on a weekly basis with Facilities Manager.
- B. Keep outside property clean of trash and debris at all sites.
- C. Help maintain cleanliness of buildings during the week by being available clean front entrances of buildings, mop, dust, sweep, wash windows, etc., as needed.
- D. Review and complete work orders using our new work order procedure.
- E. Inspect and minor maintenance of grounds/landscaping/sprinklers and gardens weekly.
- F. Arrange furniture to set up for meetings, conferences and special events.
- G. Maintain written documentation of maintenance problems.
- H. Provide maintenance report to Facilities Manager on monthly basis.
- I. Be available for pickups and deliveries as needed; including picking up and delivering monthly supply orders from Sams. Wal-Mart, etc.
- J. Clean, drain, and refill water fountain feature at residential location.

Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Also this position is required to understand and accept the need for clear behavioral boundaries between staff and clients.

- High School Diploma or equivalent
- Valid Texas Driver's License and no moving violations in past 12 months
- Reliable and stable transportation
- 3-5 years' experience in general maintenance
- EPA certification preferred
- Ability to read, analyze, and interpret work order requests, "How to" instruction manuals and general directions
- Ability to perform basic mathematical and measurement calculations
- Ability to solve practical problems and deal with a variety of frequently conflicting priorities and distractions while maintaining the community
- Basic computer application skills (Word, Excel, Outlook)
- Knowledge of current methods, practices, tools, equipment, and materials used in building maintenance and repair work
- Knowledge of occupational hazards, and an understanding of safety precautions, building codes, and regulations applicable to the maintenance profession
- High degree of professionalism
- Team Player
- Flexible, detail oriented, good listening skills, maintains confidentiality, and ability to accept constructive criticism.

Physical Requirements

- This position requires sitting, standing, walking, stooping, lifting, reaching, and climbing up ladders. The person in this position must be able to lift a minimum of 80 lbs.
- The person in this position is frequently exposed to outside weather conditions, fumes, and other airborne particles. The noise level in the work environment is generally moderate.