MAINTENANCE TECHNICIAN

#### *Non-Exempt ~ Part-time*

#### Hiring Range: $20.00 - $23.53 per hour

**General Responsibilities:** Under the direction of the Facilities Coordinator, the Maintenance Technicianprovides repairs and maintenance for all Haven facilities. Keeps facilities safe, clean and orderly. Works with local agencies to assure compliance with State and local regulations regarding fire and health.

**General Requirements:** Two years maintenance experience with one-year residential experience. Familiar with Davis Bacon regulations. Familiar with violence against women and children issues. Completion of minimum required Agency Training within 6 months of employment (if not before).

**AREAS OF RESPONSIBILITY:**

I. OVERSEE MAINTENANCE OF HAVEN FACILITIES

 A. Responsible for house repairs, maintenance and yard upkeep for all Haven facilities.

 B. Provide for physical safety and health of residents by assuring safe, clean, and orderly facilities, including designing and implementing emergency action procedures. Keep facility in compliance with all local and state fire and building code regulations governing shelters.

 C. Responsible for implementation of CDBG grants and projects as they relate to facility.

 D. Coordinate maintenance volunteers, when applicable.

 E. Monitor needed maintenance (both small and large repairs) and report significant items to the Shelter Directors and the Executive Assistant on a regular basis.

 F. Procure bids for work that is contracted out-of-house.

 G. Procure bids for large purchases.

 H. Work with direct service staff and residents to assure that both shelters are pleasant, homelike environments.

 I. Responsible for inventory and procurement of supplies.

 J. Responsible for creating and monitoring expenses to assure that expenditures are kept within the budget.

II. CLIENT INTERACTION

 A. Show sensitivity to women and children in crisis.

 B. Interact with clients in a manner that encourages their personal growth and independence.

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III. GENERAL TASKS - Perform general tasks as needed and represent Tri-Valley Haven in a professional manner.

 A. Attend meetings as needed.

 B. Participate in community fundraising and special events as required.

1. Maintain the confidentiality of the location of the shelter.
2. Have a valid California Driver's License and an insured automobile that the employee will use as necessary for agency related business.
3. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

IV. OTHER TASKS AS ASSIGNED BY THE EXECUTIVE ASSISTANT AND/OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN’S MISSION.

V. ADA ESSENTIAL TASKS

 A. Lift and carry 50 lbs.

 B. Bend and kneel

 C. Walk and stand

 D. Sitting

 E. Manual dexterity and strength

 F. Good communication skills

 G. Specific knowledge or education

 H. Learning ability

 I. Operation of motor vehicles

 J. Good close-up vision

 K. Good distance vision

 L. Reasoning and thinking skills

 M. Ability to problem solve

 N. Gloves or hand protection

 O. Eye protection

# I have read the above and understand that this is the job description for the position of

*MAINTENANCE TECHNICIAN.*

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 *Signature Date*