

Maintenance Tech Job Description

West Midland Family Center (WMFC) is seeking a passionate individual to aid in building and ground maintenance to keep the facility looking brand new! We're looking for a person to work full time. If you are a dependable, motivated, self-starting individual who is able to tackle any repair task as needed then this position is the one for you.

Personal Qualities Desired

As part of a small team you will have a significant impact in helping WMFC function properly. To do this successfully you will need to be honest, trustworthy, dependable, and diligent. You will work both by yourself and as part of a team. At all times you must act in a manner that promotes the values of WMFC. Since this role supports licensed child care and preschool departments, passing a background check is required. Problem solving and general mechanical aptitude will help you succeed in this position.

Essential Functions

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions

The mission of the department you will be joining is to keep the building safe, running smoothly and looking like new. This position will primarily perform general maintenance and grounds work but fill in for the custodial staff as needed.

- This position will require skills at performing duties on multiple simultaneous projects.
- Building upkeep, painting, minor building repairs, minor electrical work, minor plumbing, and minor construction projects.
- Inspecting, troubleshooting, and repairing: commercial kitchen equipment, pool equipment, a two lane bowling center, gym floors, playground equipment and various types of HVAC equipment.
- This position will be responsible for installing new equipment, assembling and installing cabinets, shelves, chairs, office equipment, preschool items etc.
- This job requires assisting with pool opening, closing, repairs and keeping the chemicals stocked.
- Working with outside contractors to inspect and repair issues that we can't do in house.
- Regularly use, maintain, and repair outdoor equipment like: mowers, string trimmers, tractor, pressure washers, snow blowers, salters, chain saws etc.
- This position will assist in keeping the grounds safe, good looking and well maintained. To do this will require using commercial lawn mowing equipment, snow removal equipment, mulch spreading, leaf clean up, chain saws, baseball field grooming equipment, etc.
- This position will help with routine room change overs by setting up/ tearing down tables, chairs, batting cage, bingo equipment, gym equipment, etc.
- This position will assist in minor vehicle repairs and service including: oil changes, battery swaps, wiper blades, tire rotation, and transporting vehicles to other shops for inspections and major repairs.
- Use technology to communicate with others using zoom, email, phone and portable radios.
- This position requires the ability to safely use a plow truck, tractor and other outdoor equipment. A driver's license and reasonably clean driving record is required. A chauffeur's license is desired.
- This position is part of our internal emergency responder team. This requires you to maintain certification in First Aid and CPR, and be willing to assist in situations as they arise. (WMFC will provide the required training.)

- When covering for the custodial staff you will need to be able to: sweep, mop, dust, vacuum, clean and stock commercial restrooms, use an automated floor scrubber, use carpet cleaning equipment, unclog toilets, clean windows, etc.

Position type:

This is a full time 40 hours a week position. Days and hours are typically Monday through Friday 9 a.m. to 5:30 p.m., but as part of a small team, situations may arise where schedules need to flex in order to cover for others or due to program needs. This will include early mornings, evenings or Saturdays as needed.

Desired Education and Experience

- High school diploma or GED
- Experience in general maintenance and grounds work
- Experience with typical tools used to complete the essential skills listed above
- Demonstrated ability to problem solve, work with others or alone

Work Environment

This position works indoors and outdoors. Exposure to weather elements, snow, heat, sun, dirt, dust, unpleasant smells, and/or loud noises is possible.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate and converse with employees, maintain a stationary position (standing and sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods of time. The worker may be required to operate in close quarters, crawl spaces, attics, small rooms, and narrow aisles and passageways. The worker may be required to climb ladders, work from scaffolding and work on the roof. The employee will be required to meet the physical demands of the job and other physical duties as directed by your supervisor. This position requires the ability to stand to lift boxes, bags and buckets of up to 65 pounds.

Hazards

The employee in this position may be exposed to certain hazards as part of the duties and responsibilities of the position such as pool chemicals, cleaning chemicals, dust, animals, insects, maintenance equipment, noisy environments, driving and working in adverse weather conditions, and the possibility of being a lone worker. This role is also an internal emergency responder and is required to properly clean up bio hazards. In order to effectively perform the essential functions of this role, being able to wear a respirator for up to an hour at a time is required. WMFC will provide required personnel protective equipment (PPE) needed to mitigate or eliminate these hazards and all employees will be trained on the appropriate use of PPE.

Compensation

Pay based is competitive and based on experience. WMFC offers full time staff paid holidays & very generous PTO time. Child care and school age care is available to staff at a reduced rate.

Affirmative Action (AAP/EEO statement)

WMFC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Disclaimer

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

How to Apply

Apply on Indeed or visit our web site http://www.wmfc.org/get_involved/job_opportunities.html to learn more about WMFC and fill out an application. Cover letters and resumes are welcome.

COVID-19 considerations:

All new employees are required to submit proof of being vaccinated or get tested weekly at their own expense. Currently everyone who enters the building completes a short daily health screening and is required to wear a mask at all times in the building.