



<b>Job Title:</b>	<b>Facilities and Maintenance Technician Part-Time</b>
<b>Department:</b>	<b>Shelter Operations</b>
<b>Job Classification:</b>	<b>Part-Time; Hourly, Non-Exempt Position</b>
<b>Job Relationships:</b>	<b>Reports to Facilities and Maintenance Manager</b>
<b>General Purpose:</b>	<b>Responsible for the maintenance and care of the ARLGP campus</b>

**PRIMARY PURPOSE:** To facilitate the efficient operation of the shelter and additional buildings in accordance with established policies and procedures and to ensure the proper repair, maintenance and cleanliness of facilities, equipment, and grounds.

**PRIMARY RESPONSIBILITIES:**

- Assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) service we provide to our customers 4) the appearance of our properties
- In coordination with the Facilities and Maintenance Manager, maintain the overall appearance, safety and functionality of the premises.
- Facilitate and perform effective and proper routine maintenance and repair of facilities, equipment and grounds to ensure the efficient operation of the ARLGP.
- Equipment and facilities include but are not limited to buildings, HVAC components, plumbing and sanitary systems, vehicles, appliances, laundry and dishwashing equipment, and security/alarm systems.
- The provision of repair and maintenance services shall include a combination of hands-on work by this employee and the coordination and oversight of vendors, under the instruction of the Facilities and Maintenance Manager, who provide these services to the ARLGP.
- Ensure maintenance and repair supplies are on hand so that these functions can be performed in a cost-effective and timely manner as needed by staff or vendors.
- Maintain a working-level inventory of the materials and supplies the ARLGP uses in its daily operations and ensure the orderly storage of these supplies.
- Provide necessary training for staff and volunteers to ensure proper operation of the equipment and facilities ARLGP uses to carry out its mission.

**ADDITIONAL RESPONSIBILITIES:**

- Oversee the set-up and break-down of special events as needed, along with the orderly storage of event equipment.
- Coordinate and execute the removal of snow and ice from the ARLGP property in conjunction with the snow removal company.
- Execute grounds keeping functions in coordination with the grounds keeping company.
- Travel to offsite locations based on the needs of the organization.
- Remain on-call by phone for building emergencies and after-hours alarm calls.
- Other duties as assigned as the needs of the organization dictate.

**NECESSARY SKILLS:**

- Be able to work independently and provide feedback on the status of current projects.
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others across the organization and with external vendors.
- Computer skills: Word, Excel, Outlook.
- Pleasant and professional phone demeanor.
- Be able to perform basic building maintenance and repair tasks, including basic carpentry, plumbing, painting, and equipment maintenance tasks.
- Basic grounds-keeping skills.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Previous experience in a job that required the performance of basic building repair and maintenance task preferred.
- Proactive, positive, 'recycle, reuse and repurpose' attitude
- Valid Maine driver's license with good driving record
- Must be able to lift at least 50 lbs. unassisted.
- Able to access a non-handicapped accessible building several times per day as well as climb steep stairs unassisted.
- Able to work with arms overhead, using tools.
- Able to scoop, bend, twist, lift, climb and squat as part of normal job functions.

**WORK ENVIRONMENT**

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur, dander and potentially zoonotic diseases and toxic chemicals. The noise level in the work environment is very loud. Frequent driving is required.

*I acknowledge that this job description has been given to me on this day: \_\_\_\_\_ and that I am able to meet the requirements of the position as written.*

Employee Signature: \_\_\_\_\_