



## Maintenance Technician

Reports to: Facilities Director

HR contact: Tina Hood

Status: Non-Exempt (hourly)

Job Overview: Responsible for performing routine and preventive maintenance for resident and non-resident program facilities, equipment, grounds and appliances of the Fort Bend Women's Center (FBWC).

### Job Duties and Responsibilities:

1. Adhere to FBWC core values – Service, Passion, Integrity, Respect, Innovative and Team work.
2. Maintain professional working relationships with staff, residents, clients and vendors.
3. Identify and coordinate routine and preventative maintenance of resident and non-resident facilities, equipment, grounds and appliances.
4. Identify items in need of repairs for all mechanical, heating, cooling, refrigeration, plumbing and electrical systems, submit work orders and communicate repair needs with the Facilities Specialist.
5. Travel to designated FBWC property to complete all routine repair work orders (not requiring specialty skills) including basic plumbing, mechanical, electrical and basic construction repairs in a timely manner. Identify repair work that requires specialized skills and coordinate the repair with the Facilities Specialist.
6. Perform regular preventative maintenance inspections and keep accurate records of all inspections and corrective work done.
7. Assist in the coordination of volunteer workers and special volunteer projects.
8. Assist staff in moving supplies and donations when needed.
9. Drive FBWC vehicles as appropriate.
10. Adhere to FBWC Maintenance Procedures.
11. Report all significant incidents that might affect staff and client safety or program operation and responds to emergency situations providing a temporary or permanent repair as the situation dictates.
12. Respect client / resident confidentiality.
13. Other duties as assigned.

### Qualifications:

1. High school diploma or equivalent or equivalent combination of education and experience
2. Minimum of two years hands-on experience with mechanical, heating, cooling, refrigeration, plumbing and electrical repair, drywall, paint and light carpentry work.
3. Basic computer skills required to initiate work orders, timesheets, expense and mileage reports, emails, etc.
4. Must have a valid driver's license and suitable driving record.

### Physical Requirements:

1. Ability to bend, squat, climb, stoop, twist and reach on a daily basis.
2. Ability to frequently lift and/or carry objects weighing up to 50 pounds.
3. Ability to occasionally lift 50 pounds or more.