



## **JOB DESCRIPTION**

**Title:** Maintenance Technician

**Reports to:** Facilities and Maintenance Manger

**Department:** Maintenance

**FLSA Status:** Non-Exempt; Full-Time

\*This position does require after-hours calls upon assignment

The Maintenance Technician is responsible for performing a variety of maintenance and repair tasks to ensure that all building systems, equipment, and facilities operate efficiently and safely. This role requires a hands-on, proactive approach to facility upkeep, preventative maintenance, and troubleshooting issues as they arise.

### **PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:**

- Perform a wide range of routine inspections and maintenance skills on HEP campus (e.g. HVAC, carpentry, plumbing, electrical, irrigation, appliances, flooring, painting, window repairs, general cleaning, emergency cleanups, etc.)
- Participate in the turnover of units, such as trash out, maintenance repairs and thorough cleaning of appliances, floors, and walls
- Respond promptly to maintenance requests and repair issues reported by staff
- Ensure HEP grounds are clean and safe at all times
- Maintain cleanliness and organization of maintenance areas and tools.
- Assist in coordinating with contractors or external vendors when specialized work is required
- Guide and lead volunteers on projects including coordinating supplies needed
- Abide by all HIPAA laws and regulations
- Follow all OSHA safety industry standards and HEP policies and procedures
- Required participation in On Call After Hours Program
- Maintain superior professional rapport with residents, co-workers, vendors, and the community
- Adhere to all HEP required trainings
- Follow all other duties assigned by the Facilities and Maintenance Manager

### **EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:**



- High School Diploma or G.E.D. Technical certification or vocational training in a related field is preferred.
- At least one year of experience in building maintenance, facilities, or a similar role.
- OSHA 10 Certified (HEP paid training available)
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic, and economic groups
- Ability to work independently with minimal supervision and as a team
- Strong attention to detail, commitment to safety standards, problem solving and organization skills
- Must be willing to cross-train in various maintenance areas as needed
- Effective communication skills both verbal and written
- Basic math skills and knowledge of Microsoft Office 365
- Bilingual a plus but not required

#### **PHYSICAL DEMANDS & WORKING CONDITIONS:**

- Position requires sitting, standing, bending, reaching, lifting, climbing and extended periods of time on feet
- The physical environment requires the employee to work both indoors and outdoors in heat, wet/humid, and dry/arid conditions
- Comfortability with crawling in tight spaces
- Ability to lift up to 50 pounds mandatory for position; anything over 50 pounds will require a team lift
- Walking and standing on uneven surfaces around HEP campus
- Driving of company vehicles for business purposes
- Valid FL driver's license with a clean driving record
- Must be able to successfully pass a Level 1 background, drug, and alcohol screening

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*