



Job Description: Facilities & Maintenance Technician

Supervisor: Facilities and Transportation Manager
Location: San Antonio/Wintergarden
Status: Non-Exempt
Pay Grade: TBD

Job Overview

This position is responsible for facility maintenance, compliance, and repairs and assists with minor repairs to agency vehicles and deliveries. This position also purchases maintenance supplies and solicits bids for minor purchases and repairs.

Job Responsibilities

- Promotes and models the organization's Core Values.
- Conducts maintenance and repair of physical structures and maintenance of grounds, which includes but is not limited to painting, structural masonry, woodwork, furnishings, general building maintenance, and general repairs such as changing light bulbs, touch up painting, installing locks, and minor vehicle maintenance and repairs.
- Assists with the delivery of food items, mail, and supplies and moving of furniture and equipment as needed.
- Follows safety rules and regulations according to AVANCE policies and state licensing standards.
- Maintains assigned vehicle inspections, ensures license tags are up-to-date, and maintains clean vehicles daily.
- Ensures vehicle is checked periodically and maintained in good working condition and fueled as needed.
- Maintains mileage logs and prepares and submits credit card purchase transactions accurately on a timely basis.
- Informs Facilities and Transportation Manager of facility or vehicle conditions that require attention.
- Ensures that equipment, furniture, and play structures are kept in good and safe condition. Repairs or removes those that are broken.
- Purchases maintenance supplies and solicits bids for minor purchases and repairs.
- Checks facilities and outdoor play areas regularly for damage or other conditions that present hazards to children and reports them to immediate supervisor.
- Stores cleaning materials, detergents, aerosol cans, pesticides, chemicals used in lawn care treatments, and other products in their original labeled containers, entirely separated from foods, and out of children's reach.
- Uses cleaning materials according to the manufacturer's instructions, only for their intended purpose, and in a manner that will not contaminate play surfaces, toys, food, or food preparation areas.
- Performs janitorial and yard maintenance duties as needed.
- Immediately reports all accidents to immediate supervisor.
- Equips assigned vehicle with safety equipment for use in an emergency, including a current and charged fire extinguisher, first aid kit, and current insurance card.
- Responsible for maintaining and managing all company purchased tools and equipment that are assigned individually.
- Performs other duties as assigned.

Education

Required:

- High school diploma or GED
- Class C Driver's License

Preferred:

- Some college coursework
- Commercial Driver's License (CDL)

- Additional training and certification in appropriate areas of facility maintenance and special driver's training and road safety courses.

Work Experience

Required:

- Six (6) months of experience working in a related field and familiar with Safety Rules and Regulations.

Preferred:

- Two (2) years of previous experience working in similar position with maintenance repairs experience.
- Trade certifications in one or more of the following: plumbing, electrical, HVAC, or carpentry.

Additional Skills Required

- Good writing, editing and proofreading skills.
- Computer literate in using Microsoft Outlook, Word, PowerPoint, and Excel.
- Spanish fluency helpful, but not required.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Emotional maturity.
- Highly resourceful team player, with the ability to be extremely effective independently with the capability of managing numerous simultaneous projects.
- Forward-looking thinker, who actively seeks opportunities and proposes solutions.
- Problem solving and decision-making skills.
- Ability to generate, analyze, evaluate, and summarize reports.
- Ability to travel to various training sessions.
- Must have dependable transportation daily, valid driver's license, a clean driving record (subject to annual MVR check and policy), current auto liability insurance and be bondable by AVANCE, San Antonio, Inc.

Disclaimer(s)

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Nothing in this job description forms or is intended to form a contract of employment. Neither shall the content in this job description be interpreted to conflict with, or to eliminate or modify in any way, the "at will" employment status of AVANCE San Antonio employees. Employment remains on an "at-will" basis.

Travel

50-100% annually on average – mostly local, with occasional long distance

Equipment

Computer, computer software programs and peripherals, resource materials and equipment, copier, fax, and other equipment applicable to the position.

Working Conditions

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands to finger, handle or feel; reach with hands and arms; occasional: lifting/carrying,

pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment/neighborhoods and events.

ADA/ADAAA Statement

AVANCE is committed to equal opportunity in employment for persons with disabilities and complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and any other applicable state and federal laws. Accordingly, AVANCE does not discriminate against qualified individuals with disabilities regarding application, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Moreover, it is AVANCE's policy to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of AVANCE's business or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited. Individuals with any questions or requests for accommodation should contact the Human Resources Department.

EEO/AAP Statement

AVANCE values diversity and is committed to providing equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, genetic information, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. It is also our goal to employ and advance in employment women, minorities, individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination based on their physical or mental disability or veteran status.

My signature below indicates that I have reviewed and accept my job description and acknowledge that it is a guideline of my function and responsibilities. Furthermore, that it is my obligation to have full understanding and knowledge of the Performance and Licensing Standards including all sections and sub-sections and agree to adhere to them, as well as perform any other duties as assigned by my Supervisor. I have also reviewed and confirm my understanding of the ADA and EEO/AAP Statements.

Employee Name (Printed)

Date

Employee Signature