

JOB TITLE: Maintenance Technician
CLASSIFICATION: 3/4-time, Hourly, Non-Exempt
REPORTS TO: Facilities Director



SUMMARY OF WORK: The Maintenance Technician performs support services and enforces policies for SEICAA's Housing Program. This position performs all functions of maintenance with emphasis on immediate services needed to Agency facilities. Assignments are based on need, priority, and funding, and will remain variable on an hourly, daily, or longer period basis.

OVERVIEW OF RESPONSIBILITIES:

- Carryout preventative and routine maintenance / cleaning in and around SEICAA's properties and offices / i.e. replacement or repair of electrical, plumbing, carpentry and painting, etc.
- Perform seasonal groundskeeping around facilities including but not limited to lawncare, trimming, pressure washing, and snow removal.
- Effectively communicate orally and in writing, understand and follow directions clearly.
- Work independently with little to no supervision or direction.
- Maintain confidentiality and compliance with HUD, HOME, COC, ESG programs.
- Organize and prioritize work orders.
- Data entry and inventory management.
- Perform other duties as assigned.

REQUIREMENTS:

- High School Diploma or equivalent.
- 2+ Years of Experience in home/commercial construction and general building maintenance, including but not limited to apartments, laundry rooms, office spaces, and workshop facilities.
- General knowledge of maintenance, basic repairs, and groundskeeping.
- Experience working in or around high places (on ladders, roofs, etc.), tight spaces (crawlspaces, attics, etc.), in inclement weather, unsanitary conditions, and minor physical hazards.
- General knowledge of or the ability to learn appropriate chemical and Protective Protection Equipment (PPE) uses.
- Ability to work flexible hours, including nights and weekends, on an on-call basis.
- The ability to operate hand and power tools safely.
- Basic computer skills.
- An attention to detail, accuracy, and timeliness.

CONDITIONS:

The following abilities are mandatory for fulfillment of the job requirements:

- Bondable, insurable under SEICAA's insurance policy, and maintain a valid Idaho driver's license.
- Must be able to work flexible hours including nights and weekends and on-call status.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to regularly lift 35 lbs. and perform activities which require physical dexterity.
- Must successfully pass mandatory pre-employment drug and background screening.