

JOB TITLE: Maintenance Technician
CLASSIFICATION: Full-time, Hourly (Non-Exempt), Pay Grade: B
LOCATION: SEICAA's service area (7 S.E. Idaho Counties)
REPORTS TO: Facilities Director



SUMMARY OF WORK

Perform support and maintenance services for SEICAA's Facilities and Housing divisions.

OVERVIEW OF RESPONSIBILITIES

- Perform routine, preventative, and emergency maintenance in and around SEICAA Housing properties and SEICAA offices, including but not limited to general, electrical, plumbing, and HVAC repair.
- Perform groundskeeping in and around SEICAA Housing properties and SEICAA offices;
- Perform general to heavy housekeeping and sanitation services in and around SEICAA Housing properties and SEICAA offices; Clean, sanitize, disinfect, and supply designated areas, including common areas, restrooms, etc.; pickup and remove trash as needed.
- Monitor designated areas for locked doors and hazards to occupants.
- Clerical duties as needed, including but not limited to data entry, inventory, and recordkeeping.
- Professionally maintain contact and relationships with staff, participants, partners, etc.
- Perform other duties, including special projects, as assigned.

REQUIREMENTS

- High School Diploma or equivalent.
- 2+ years of experience in home or commercial construction and general building maintenance.
- 1+ years of experience in housekeeping and/or janitorial services.
- Experience with and ability to work in high places, tight spaces, unsanitary conditions, and in inclement weather conditions with exposure to minor physical hazards.
- Knowledge of chemical and protective protection equipment (PPE) or willingness to learn.
- Knowledge of general construction; Knowledge of building maintenance, including overall appearance and condition; groundskeeping; knowledge of apartment complexes and amenities.
- The ability to operate hand and power tools effectively and safely.
- Computer skills; Knowledge of Microsoft Office programs; Familiarity with typical office technologies.
- Clerical experience including filing, archiving, recordkeeping, records retention, data entry, and compliance.
- Effective oral and written communication skills; the ability to hear and communicate clearly.
- Organized, attention to detail, and punctual.
- Self-directed; Can work independently and in a team; Can establish working relationships with all Agency employees; Follows instructions; Follows policies and procedures.
- Maintain confidentiality of sensitive information.
- Ability to multi-task and manage multiple projects with effective time management skills.
- The ability to perform duties with or without reasonable accommodation without endangering self or others before, during, and after business hours.

CONDITIONS

- 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 up to 35 lbs. and perform activities which require physical dexterity.
- Must successfully pass mandatory pre-employment drug and background screening.

Signature of employee to indicate understanding & acceptance of job description

Date