

SUMMARY: To be responsible for the physical maintenance of Agency properties including: Group Homes, Apartment projects, Adult activities centers and other owned and leased sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

- The Maintenance Technician will respond to maintenance requests from his/her supervisor, or designee, as well as from personal observation during routine site visits and preventive maintenance inspections.
- Building maintenance jobs include:
 - Painting, staining and varnishing
 - Minor plumbing (toilet, faucet and drainage troubleshooting and repair, unclogging of toilets, sinks and shower drains)
 - Electrical (troubleshooting and repair of fixtures, outlets and switches, and changing light bulbs)
 - Light masonry (proper mixing of concrete products, repairing cracks, re-pointing brickwork and stonework, re-setting handrails in masonry walkways/stairways)
 - Carpentry (repair of doors, frames, windows, stairwells, decks, etc.)
 - Drywall repair
 - Caulking
 - Tile and floor repair
 - Furniture repair
 - Appliance installation, removal and repair
 - Minor HVAC troubleshooting and repair
- Assists his/her supervisor, or designee, in obtaining specifications for proposals from vendors.
- Assists his/her supervisor, or designee, in obtaining required municipal permits and meeting of inspectors as necessary.
- Maintains a building and grounds preventative maintenance program in conjunction with the location site managers/supervisors. This may include: snow removal, grass cutting, gutter cleaning, cleaning of heating, air conditioning, water and lighting systems, devices, vents and fixtures, periodic site evaluations and annual reviews.
- Procures supplies and materials from local retail and wholesale suppliers.
- Maintains The Arc of Essex County's tools and materials in a safe location and inventory of same.
- Maintains records and files as determined by his/her supervisor, or designee.

- Performs other duties as assigned, and works overtime as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma or equivalent; with 5 years high quality experience required.

LANGUAGE SKILLS: Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

COMPUTER SKILLS: Ability to navigate and input data in a computer as needed.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid New Jersey Driver's License with the ability to become and remain covered under the agency's insurance policy. Become and remain certified in required agency trainings. Meet and maintain local, state, and federal regulation compliance requirements.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is regularly required to:

- Talk and hear
- Sit, stand and walk
- Climb (ladders and stairs)
- Bend, stoop and kneel
- Operate power and hand tools
- Operate company vehicle

- Lift and/or move heavy objects including appliances and furniture with assistance devices.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually quiet.

Regular exposure to weather conditions.

Use of products and materials that have Material Safety Data Sheets.