

Job Title: Assistant Maintenance Technician

FLSA: Full-time/Non-exempt (40 hours per week)

Department: Shelter Operations/Building Services

Shift: Monday through Friday (occasional weekends)

Reports to: Building Services Manager

Salary: Commensurate with experience

Interested candidates should send a resume and cover letter to resumes@frontsteps.org

Position Summary:

Under the general supervision of the Building Services Manager the Assistance Maintenance Technician provides assistance in the provision of specialized technical assistance and support in the troubleshooting, maintenance, and repair of building operational systems. The Assistant Maintenance Technician also provides regular support in keeping assigned areas of the interior and exterior of the building clean and orderly and performs a variety of custodial and minor building maintenance duties.

Duties, Functions, and Responsibilities:

- Complies with and enforces safety and environmental requirements
- Complies with and enforces MSDS and OSHA standards and safety procedures
- Troubleshoot and diagnose problems related to building systems; plumbing, electrical, and appliances
- Perform basic, routine plumbing installations/repairs; install and repair faucets, unclog drains, and replace valves
- Perform minor electrical maintenance repairs, such as electric plugs and cords
- Inspect building and equipment for needed repair and maintenance
- Perform minor repairs and other similar duties
- Power wash exterior and parking garage
- Sweep, scrub, mop, vacuum and shampoo, buff and seal floors
- Clean and maintain parking garage
- Clean windows and glass on all doors (under 6 feet).
- Move furniture and equipment
- Replace lights and air filters
- Assemble shelving, if needed
- Operate drills, buffers, grinders, sanders, and other power tools
- Prioritize projects and work activities
- Ensure quality service is being delivered to City of Austin, vendors, suppliers, and clients
- Perform other duties as assigned

Minimum Qualifications:

- High School diploma or equivalent; experience may be considered in lieu of education
- Knowledge and the ability to complete basic plumbing, and electrical operations.
- Knowledge of building maintenance processes, practices, policies, and procedures.
- Knowledge of safety regulations, policies, and procedures.
- Knowledge of methods, materials, and equipment used in janitorial and minor building maintenance
- Ability to quickly recognize, analyze, and respond to irregular activities and emergencies
- Effective communication and organizational skills
- Maintain good working relationships with management, co-workers, and clients
- Ability to follow oral and written instructions and work independently with minimum supervision
- Perform a variety of manual tasks
- Ability to complete tasks on a regular schedule
- Ability to use Microsoft Office products on a PC platform
- Current First Aid and CPR/AED Certifications (*or the ability to obtain certification within 30 days of date of hire*)
- Reliable transportation
- Valid driver's license
- Ability to lift a minimum of 50 lbs.

Assistant Maintenance Technician – Job Posting

Preferred Knowledge, Skills and Abilities:

- HVAC and/or EPA certified
- 1 year experience with basic plumbing and electrical
- 2 years' progressive experience in janitorial services or light building maintenance
- Bilingual (English and Spanish and/or American Sign Language)