



Vista Maria Position Description

Job title	<i>Maintenance Technician I</i>
Reports to	<i>Facilities Supervisor</i>
FLSA Code	<i>Non-Exempt</i>
Revised	<i>August 2017</i>

Summary of Duties:

In accordance with the Agency's Mission Statement, Code of Ethics, policies and procedures, State of MI licensing, contracts, and COA standards, the **Maintenance Technician I** is responsible for providing routine maintenance, grounds keeping, and custodial tasks as needed.

Primary Duties/Responsibilities:

- Plans and organizes work to meet all job requirements as directed.
- Works cooperatively and in collaboration with other staff members and representatives of other agencies.
- Performs routine cleaning and sanitation tasks as requested.
- Assists with the set-up of furniture and equipment for agency meetings, events, or office set-ups as required.
- Performs routine indoor/outdoor maintenance tasks such as grounds keeping, changing light bulbs, hanging pictures, and pick-up/delivery of materials or donations.
- Assist Maintenance Technician II in performing basic repairs and installation of electrical and plumbing components.
- Possess basic maintenance skills including drywall, plaster repair, painting, glazing, and flooring.
- Assist with the direction of volunteer groups as needed.
- Communicates in a clear, timely, and appropriate manner.
- Completes all assigned work in a timely and accurate manner.
- Participates in continuous quality improvement efforts.
- Demonstrates personal integrity and professional demeanor in accordance with the ethics of the agency and profession.
- Stays informed of current practice developments within the profession, and uses educational and training opportunities to ensure continual professional competence.
- Performs all other duties as required or requested, keeping within the scope of this position.

Qualifications Required:

Minimum Required:

- High school diploma or G.E.D.
- One (1) to Three (3) years experience as maintenance worker and a related skilled trade.
- Valid Michigan driver's license without restrictions.
- Demonstrated ability to perform full range motion activities including the ability to safely lift and move 50 pound loads.
- Demonstrated computer literacy skills as required.
- Demonstrated ability to interact positively in a culturally diverse environment.
- Demonstrated effective written and verbal communication skills.

Qualifications Preferred:

- More than one (1) year related experience.

Employee Signature: _____ **Date:** _____