

## **Facility Maintenance Tech Job Summary**

We are looking for a dependable Handyman that can complete various remodeling and maintenance tasks on our properties. Remodeling job duties include exterior and interior painting, repairing drywall, installing flooring, and general repairs. Your maintenance responsibilities involve solving basic electrical and plumbing issues, as well as ensuring interior and exterior structural components are safe and in good condition, such as siding and windows. You must be able to lift at least 50 lbs, and you should be proficient with hand and power tools. Previous experience working as an electrician or in carpentry is required.

### **Duties and Responsibilities**

- Work with the Grounds Maintenance Manager to ensure total property maintenance.
- Repair drywall and paint as needed
- Flooring installation
- Identifying and repairing problems such as electrical, plumbing, and HVAC systems.
- Perform basic carpentry tasks such as trim work or exterior siding
- Regularly inspect and alert management to scheduled maintenance or remodeling needs.
- Manage, maintain, and organize tools
- Conduct performance assessments of company appliances, such as refrigerators, microwaves, stoves, ovens and coffee makers.

### **Requirements and Qualifications**

- Must submit to a background check.
- Able to lift at least 50 lbs.
- Familiarity with basic hand and power tools
- Reliable transportation
- Email proficient
- Flexible schedule
- This position must work to fundraise compensation.