

Job Description

Job Title: Part Time Facilities Maintenance Technician

FLSA Status: Non-Exempt

Department: Administration

Reports to: Director of Finance and Operations

Job Summary:

Part-time Facilities Maintenance Technician will be responsible for the cleanliness and appearance of the YWCA NH and Emily's Place. This position requires a dependable, organized, detailed oriented and highly motivated person to work in our non-profit facilities. The Facilities Maintenance Technician must have good communication skills and be able to work as part of a team.

General Responsibilities:

- Prior experience with commercial cleaning
- Must be able to lift up to 30lbs.
- Troubleshoot issues to determine necessary repair
- Perform general repairs that do not require a specialized technician
- Respond timely to all work orders
- Clean both facilities (YWCA and Emily's Place)
- Maintain building exterior not serviced by contractor (e.g. snow removal, lawn care, painting)
- Perform other related duties as assigned.

Duties and Responsibilities:

- Specific cleaning responsibilities as assigned by Director of Finance and Operations include, but not limited to:

YWCA:

- Stocking and supplying designated facility areas
- Dusting
- Sweeping
- Vacuuming
- Mopping
- Restroom cleaning
- Trash removal

EMILY'S PLACE:

- Stocking and supplying designated facility areas
- Dusting
- Sweeping
- Vacuuming
- Mopping
- Restroom cleaning
- Trash removal
- Cleaning of kitchen, with occasional dishwashing
- Contribute to a positive work environment
- Maintain professional boundaries

- Perform other duties as assigned

Competencies:

Adaptability & Flexibility: Adapts to changing business needs, conditions, and work responsibilities.

Self-Motivation, Initiative & Creative Thinking: Takes action without prompting and develops fresh ideas that provide safe solutions to all types of workplace challenges.

Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered by the organization.

Confidentiality, Integrity, Ethics & Trust: Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

Valuing Diversity: Helps to create an environment that embraces and appreciates diversity.

Stress Tolerance and Unflappability: Maintains composure in highly stressful or adverse situations.

Problem Solving Attitude: Approaches situations and challenges in a solutions based proactive and effective manner.

Respectfulness & Relationship Building: Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

Professionalism & Personal Boundaries: Conducts oneself with appropriate and expected professional boundaries and policies.

Work Environment and Physical Demands:

- Work is primarily performed in office setting and at Emily's Place shelter.
- Work requires the ability to ascend and descend stairs, as well as the ability to move about and position self efficiently to perform physical tasks and address emergency situations.
- Occasionally works in outdoor weather conditions.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 30 pounds unassisted.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understanding of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____

Date: _____