

# GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

## Job Description

**TITLE:** Facilities Maintenance Technician

**EEO#:** 6

**IMMEDIATE SUPERVISOR:** Facilities Maintenance Coordinator

**DEPARTMENT:** Operations - Maintenance

**DIVISION:** All

**GENERAL SUMMARY:** The Facilities Maintenance Technician is responsible for performing various routine building maintenance tasks.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

#### **Essential Functions:**

- Conduct physical inspections of the facility, grounds, premises, common areas, restrooms, etc. noting repair needs and reporting to facility manager for Service Request (SR) submission.
- Perform minor electrical maintenance or repair of fixtures (e.g. wall switch and outlets, bulbs and tubes, ballasts, sockets, fuses, minor appliances, cords, etc.) Adjust lighting timers as needed.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, replacing drain hoses, etc.).
- Performs minor painting, carpentry, and masonry work (e.g. preparing surfaces and using brushes, sprayers, or roller to apply paints, stains, and varnishes, hanging doors, fitting room locks and handles, etc.).
- Perform routine HVAC maintenance (e.g. general inspection, replacement of filters and belts, clean and lubricate shafts, bearings, gears, pulleys, and other machine components). Adjust HVAC set points as needed.
- Prioritize work orders, handle urgent requests, respond to facility SRs as required, and complete all other duties as assigned.
- Procure needed materials or supplies and submit supporting receipts.
- Performs preventive maintenance and inspection of assigned equipment in accordance with maintenance schedule and factory specifications. Reports findings and take appropriate actions for repair.
- Foster and demonstrate a positive team environment.
- Provide excellent customer service to all internal and external customers.
- Must demonstrate willingness and ability to adhere to all GICW's policies and procedures, CARF standards, Kaizen guidelines, safety and security regulations.

#### **Incidental Functions:**

- Perform miscellaneous duties, as assigned.

#### **QUALIFICATIONS:**

Specific:

- Must be 18 years of age or older.
- High school diploma or GED.
- Three years' technical experience in building engineering with a strong background in technical aspects of machinery, plumbing, electrical, equipment repair and maintenance.
- Proficient with Windows environment computer systems including MS Outlook.

- Ability to work in a team and independently.
- Must have a valid driver's license which reflects a driving record that meets GICW standards.
- Must provide own transportation as required.

General:

- Must maintain consistent, predictable, and satisfactory attendance and punctuality as scheduled.
- Must be able to demonstrate upon request functional literacy and numeric proficiency.
- Must have command of the English language sufficient to verbally communicate with the general public.
- Must not present a significant current risk of substantial harm to self or others in the performance of the essential duties of the job that cannot be eliminated or reduced by reasonable accommodation.
- No record or disclosure of criminal conviction that indicates a tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior or is otherwise in conflict with the functions listed on this job description. This may include passing a state-mandated, federally-conducted criminal background check.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must pass a drug screening test and background check.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Must meet GICW quantitative and qualitative performance standards.

**POSITIONS SUPERVISED:** None

**WORKING CONDITIONS/HAZARDS:**

- Work is performed both inside and outdoors with exposure to all weather conditions. Utilizes ladders, and both manual and powered hand tools.
- Works around machinery and sharp metal.
- Occasional exposure to welding by-products and hazardous chemicals.
- Occasional necessity to work at heights greater than one story.
- Occasional driving of company vehicles.
- Moderate adaptability required: work environment occasionally hectic (fast paced) with irregular short deadlines and a limited number of critical and unusual situations.
- DOT Strength Classification – Heavy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Director Approved: 07/18