

TITLE: PROPERTY MAINTENANCE TECHNICIAN

GENERAL DESCRIPTION:

Maintains upkeep of buildings, grounds, vehicles and other agency equipment.
Coordinates capital improvement projects with contractors from bid to completion.

RESPONSIBILITIES:

- Oversees risk management.
- Manage and coordinate compliance with local, state and federal building codes, SDS, OSHA, EPA regulations and fire codes.
- Monitors buildings and grounds for safety hazards, correcting problems expeditiously.
- Checks work requests daily; prioritizing with input from the Executive Director.
- Completes routine replacement of air filters, clean appliances, check hoses and faucets, plumbing fixtures, wash windows and floors.
- Perform various hands-on maintenance duties necessary to maintain and enhance the value of the property, diagnosing problems and making repairs in areas such as HVAC, electrical, plumbing, carpentry, dry walling, painting, exterior structure, appliance repair and cleaning.
- Services agency vehicles and obtains repair work as needed. Track & log services.
- Negotiates contractual agreements with general contractors, vendors and any other agencies which contract or provide a service to Brookwood, presenting to the Executive Director for approval.
- Coordinates maintenance and repair of agency equipment per service contracts and agency scheduling.
- Oversees capital improvement projects, including bids, permitting, proposals and project management.
- Transports donated furnishings/equipment as arranged by the Executive Director.
- Supplements pest control contracted services.
- Accomplishes on-going upkeep of houses and grounds.
- Purchases supplies as authorized by the Executive Director.
- Plan and maintain necessary supplies for building maintenance.
- Oversee and monitor security/video surveillance system.
- Must carry a work cell phone and be responsible for taking calls after-hours for emergency maintenance; including nights and weekends.

SKILLS/ABILITIES:

- Knowledge of applicable safety and business ordinances.
- Ability to use hand tools, such as hammers, screwdrivers, saws and safely use various power tools such as hand-held drills and circular saws.
- Ability to walk the grounds and buildings, ascend stairs around the property, lift 60 lbs., climb ladders over 10 feet, and perform general physical activities.

- Experience in general home repair and maintenance of equipment.
- Experience in yard maintenance and operation of equipment.
- Ability to supervise contractors and vendors.
- Ability to prioritize workloads and use effective problem-solving techniques.
- Ability to organize and document maintenance and repairs.
- Ability to establish and maintain effective working relationships with others.
- Self-starter and good follow through of tasks.
- Ability to use a computer.
- Valid Florida driver's license and is insurable.
- Maintains a sense of confidentiality.

Salary Range: \$45,000 - \$47,000

Benefits

After 90 days excellent benefits include:

Medical, Dental, Vision Insurance
Life Insurance (company paid)
Paid Leave (PTO)
Aflac Available
401K with 4% match available after a year

REPORTS TO: Executive Director

Contact Dee Monje
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