



Title: Maintenance Technician

Reports to: Director of Operations

Compensation Status: Part-time, Hourly

GENERAL SUMMARY: The Maintenance Technician is part of the team responsible for the maintenance and care of all Together properties and will engage in other facility-related projects for Together as time allows.

ESSENTIAL JOB FUNCTIONS:

- Perform preventive and routine maintenance measures to promote smooth facility operations.
- Fully address repair requests.
- Report any observed minor or significant damage of Together operated buildings to the Director of Operations.
- For repairs requiring service from a third-party, obtain direction and approval from the Director of Operations.
- Follow procurement and approval processes before obtaining needed supplies, parts, and other items for maintenance and repairs.
- Provide inspections of units during preventative maintenance inspections at the Non-Congregate Shelter.
- Provide support to maintenance of Together property, which could include but not limited to changing lightbulbs, unclogging sinks, and tubs.
- Keep appropriate record of repairs and maintenance.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Experience, ability, and sensitivity in serving people with diverse cultural and socioeconomic characteristics.
- Knowledge of HVAC, plumbing, painting, and other handyman skills
- The ability to prioritize.
- The ability to work effectively independently.
- Strong communication skills.
- Strong organization and problem-solving skills.
- Strong time management skills.

EDUCATION and EXPERIENCE:

- High School Diploma or GED
- Minimum of 3 – 5 years of experience in facility maintenance
- Valid driver's license, auto insurance, and clean driving record
- The ability to drive a straight truck preferred.

PHYSICAL REQUIREMENTS:

- Hearing and vision must be correctable to within normal ranges.

- Must be able to lift at least 50 pounds.
- Ability to stand and walk for lengthy periods of time.

Note: The job description is intended to describe the general nature of work being performed by a person in this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

If interested in this position, please submit a resume to:

Rebekkah Roberts

Human Resources Coordinator

Together

812 S. 24th St.

Omaha, NE 68108

rroberts@togetheromaha.org