



JOB DESCRIPTION: Full-Time Maintenance Technician/Back-Up Driver
Reports to: Office Manager

Summary: The Maintenance Technician is responsible for maintenance, repair and replacement work for Community Resource Center (CRC) buildings, CRC job sites, offices, transitional housing units, thrift stores and shelter. The Maintenance Technician will be required to do light trouble-shooting tasks for HVAC, electricity, plumbing and occasional janitorial. This position is full-time, scheduled Monday through Friday, 8 hours per day; occasional overtime may be necessary in cases of emergency repairs.

Essential Functions and Responsibilities:

- Serves as back up to Manager specific to maintenance, repair and driver responsibilities;
- Performs repairs for all buildings and equipment;
- Performs preventative maintenance on building mechanical equipment on a scheduled basis;
- Assembles furniture;
- Completes checklists on building equipment maintenance;
- Responds to emergency maintenance requests, as required;
- Assists in the renovation/remodeling of buildings, repairs plaster and drywall, flooring installation;
- Maintains comprehensive records of scheduled and completed maintenance procedures;
- Obtains estimates for supplies, repair parts, and orders parts as needed;
- Serves as back up driver for Fresh Rescue Program to cover scheduled and unscheduled absences;
- Miscellaneous duties as assigned.

Requirements:

- One to three years of comparable experience in building and mechanical equipment maintenance and repair;
- Knowledge of electrical, gas, water, and sewer systems;
- Knowledge of water delivery and drainage systems as well as plumbing replacement and repair;
- Knowledge of standard safety skills and the use of basic hand and power tools;
- Ability to apply common sense understanding to carry out detailed written or verbal instructions;
- Ability to assess and solve problems encountered in the workplace;
- Ability to read and understand instructions, manuals, blue prints and computer information;
- Basic computer experience to include reading/responding to emails and updating spreadsheets once job orders are completed; will be communicating via email and phone (talk/text);
- Valid Driver's License; Driving record must be submitted; will be reviewed & must be approved prior to hire;
- Prior supervisory and/or leadership experience preferred.

Physical requirements:

- Frequent movement/motion of both upper and lower extremities, including, but not limited to: reaching, lifting, pushing, pulling, standing, walking, climbing, bending, kneeling or crouching
- Heavy lifting up to 75 lbs.

This position is full-time, non-exempt and is paid according to federal and state laws. Candidates selected for hire are required to undergo a review of their California driving record and a LiveScan background screening.

Community Resource Center is an Equal Opportunity Employer (EOE). All employees must have the legal right to work in the United States without support; sponsorship is not available, nor is relocation assistance.