

POSITION OVERVIEW

Under the supervision of the Director of Programs, the Technician is responsible for maintaining sites and grounds in top condition by developing work plans to accomplish maintenance and repair activities, assuring the availability of necessary tools, equipment and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs quality assurance check of sites and ground each day for broken glass, broken windows, locks, debris, etc., and reports any infractions to Program Director for immediate correction.
- Maintains and performs minor repairs in classrooms, offices, meeting rooms, bathrooms, common space, in a clean and health condition.
- Performs routine janitorial duties such as sweeping, vacuuming, mopping, waxing and spotting of woodwork, floors, carpets, windows, hardware, appliances, furniture and furnishings.
- Maintains grounds, parking areas, lawns and play areas in a clean and safe condition by pulling weeds, removing trash, watering, sweeping and power washing.
- Maintains indoor and outdoor equipment in a safe and attractive condition, painting and repairing as needed.
- Repairs and sanitizes children's furniture and equipment.
- Attends all assigned meetings and training sessions.
- Accurate data, documentation, and record keeping.
- Other duties as assigned.

PROFESSIONAL AND ETHICAL STANDARDS:

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties

QUALIFICATIONS/KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to work as a positive team member.
- Ability to solve practical problems and deal with a variety of situations
- Knowledge of various software programs such as MS Word, Excel, Power-Point and Publisher.

APPLY
ONLINE:



General Facilities and Maintenance Technician

REQUIREMENTS:

- Must be 18 years of age with a High School diploma or a GED certificate preferred. The above skills and abilities are typically acquired through a combination of experience and training, and/or education in related field, which would include demonstrated experience and background in the following areas: Carpentry, Plumbing, Painting, Heating and Air Conditioning, and Grounds keeping. The combination of education, training, and experience will provide the competence skills to perform the work of the position.
- Must successfully pass a physical examination and have a current T.B. clearance, pertussis, measles and influenza vaccinations.
- Must complete & pass a criminal background clearance through Community Care Licensing (DOJ/FBI/CAI).
- Must possess a CA driver's license, and evidence of automobile insurance. (If applicable.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK SCHEDULE:

Schedule and location may vary according to individual property and company needs, site locations in Santa Ana and Riverside. Includes Mileage Reimbursement

*Varying Shifts throughout the Week

7:00 am-4:00 pm

8:00 am-5:00 pm

9:00 am-6:00 pm

COMPENSATION

Salary is \$24-\$28 per hour. Includes Medical, Dental and Vision.

Training and Research Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status, in accordance with federal, state and local laws.

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