

Maintenance Technician

DEPARTMENT: Facility Operations

REPORTS TO: Director of Facility Operations

FLSA STATUS: Non-Exempt

LOCATION: Northfield, IL

PT/FT: Full-time, 5 days/week

SUMMARY: The **Maintenance Technician** ensures a safe environment, makes sure that all rooms are properly set up for programs throughout the day and is available to assist when needed. Oversees the maintenance of the facility and grounds at 161 Northfield Road, Northfield, 1775-79 Winnetka Road, Northfield and 7900A Milwaukee Avenue, Niles.

DUTIES AND RESPONSIBILITIES:

- Position wherein communication and planning with job position partner is mandatory.
- Available to work days when job position partner is away.
- Ensures the proper set up of rooms for programs.
- Functions as point person for snow and ice removal and landscaping, and follows up on services provided.
- Functions as point person for mechanical systems including: HVAC, plumbing, and electric.
- Responsible for quarterly site inspections and oversight of yearly mandatory re-certifications, including fire prevention systems, backflow re-certifications and lawn sprinkler system.
- Prepares quarterly reports detailing results of site inspections
- Responsible for emergency clean-ups, touch-up painting, trash removal, and recycling.
- Takes bulk mailings to post office.
- Assists with audio-visual equipment (when needed) and various staff requests for daily and special programs.
- Operates cutting machine and other office equipment.
- Performs quarterly security camera operating check and investigates occurrences upon request.
- Performs monthly checks of AED equipment and quarterly checks of panic button systems to ensure they are in good operating order.
- Accepts outside deliveries at 161 and distributes accordingly.
- Responsible for maintaining order in the main storeroom and mechanical closet.
- Follows a monthly maintenance schedule and coordinates time management with position partner.
- Responsible for moving furniture and supplies.
- Responds to medical emergencies and performs CPR/AED and First Aid as needed.
- Oversees facility needs for after-hour and weekend programs and rentals as needed.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED)
- 2 years of experience, preferred
- Certificates, licenses and registrations required: Current CPR/AED and First Aid Certification
- Computer skills required: basic computer knowledge; Microsoft Office Suite
- Other skills required:
 - Good interpersonal and organizational skills; Must be able to communicate well with both staff and members; Must prioritize daily schedule to maximize work output
 - Able to work with staff, customers and others in a respectful, friendly, personable manner.
 - Written communication
 - Sensitivity to diverse populations
 - Ability to prioritize and be flexible as daily routines change constantly
 - Must be available for 24-hour emergency service calls
 - Valid driver's license and access to a car required
 - General knowledge of facility operations and safety
 - Ability to do minor facility repairs, including painting, operating small equipment, and working on a ladder

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.