

north shore senior center

JOB TITLE: Maintenance Technician

DEPARTMENT: Facility Operations

FLSA STATUS: Non-Exempt

FT/PT: Part-time (21 hours/week – MWF, 11:00am-7:00pm)

Are you passionate about supporting the well-being of older adults? Do you want to make a meaningful difference in the lives of the 24,000 individuals we serve each year? If so, North Shore Senior Center could be the perfect place for you! We are currently looking for a dedicated Maintenance Technician to join our team.

As a “Best & Brightest” company to work for, NSSC is a nationally accredited 501(c)(3) nonprofit, committed to enhancing the lives of older adults across a broad spectrum of needs—from those living independently to those needing comprehensive care. Our wide range of services includes specialized dementia care, social services, educational and wellness programs, and volunteer opportunities, all designed to enrich the lives of older adults across the 26 communities we serve.

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, 1779 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, as needed

- Attends scheduled staff meetings
- Performs other related duties as assigned by management

QUALIFICATIONS:

- High school diploma or general education degree (GED)
- 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.
 - 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.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.