



**Position:** Building Maintenance Technician

**Salary:** DOE

**Reports to:** Building Maintenance Engineer

**Job Description:** This is a full time, hourly position. The position is to provide maintenance and repair of the buildings associated with Ability360 properties and ensure cleaning of the facilities to provide an impeccable and safe environment for all consumers, vendors and tenants. We are looking for an individual who can work independently and with co-workers while at the same time possessing the ability to use common sense to accomplish the tasks required efficiently and effectively. We are looking for someone who is self-motivated and willing to step in and help out wherever necessary.

**Duties and Responsibilities:**

- The primary responsibility of Maintenance includes:
  - Painting
  - Electrical
  - Plumbing
  - Carpentry
  - Grounds/landscaping
  - Cleaning
- Must be able to complete work order forms, take direction, be organized and have the ability to effectively communicate with supervisor, employees, consumers and tenants
- Must enjoy working with tenants/employee's at the property and take on all tasks with a friendly "can-do" attitude
- Perform all aspects of property maintenance, including preventative, corrective, deferred and emergency maintenance
- Maintain all maintenance shops and storage rooms in an orderly fashion and in compliance with safety regulations
- Maintain accurate inventory control of tools, equipment and supplies.
- Perform maintenance inspections and repairs on vacant areas
- Assists the Building Maintenance Engineer on special maintenance projects
  - i.e., preventive maintenance of building components and/or mechanicals
- Serve as off duty maintenance providing evening, weekends and holiday emergency service
- Ensure exterior curb appeal of the community and cleanliness of grounds
- Recommends measures to improve methods of operations, performance, safety and quality of service
- Move and assemble furniture as needed including modular furniture
- Pick up wheelchairs and durable medical equipment for the Loan Closet
- Deliver office equipment and/or heavy filing cabinets, etc to Ability360 offices
- Set up tables and chairs for meetings in the conference center or other meeting spaces
- Driving Ability360 consumers for larger social and recreation programs
- Accessible Van Training to be completed within 3 months
- Perform other job-related duties as assigned

**Hours:** Work schedule requires a great deal of flexibility and is dependent upon program needs and will include some early mornings, evenings and weekends. **Primary schedule will be Tuesday through Saturday**, Please only apply if these days of the week are possible.

**Supervisory Responsibility:** Assist with supervision of contract staff and outside vendors (Security Company etc.).

**Knowledge, Skills, and Abilities:** Maintenance knowledge is imperative along with the capability to assess health and safety requirements. Ability and willingness to take direction and follow through as directed. Ability to work independently, handling multiple tasks while maintaining a positive attitude. This position requires frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required.

**Qualifications:** A minimum of three years' experience in the Commercial building maintenance industry. Have a high school diploma or GED. Ability to read, write, speak and comprehend English effectively to understand written and verbal instructions. Possess a valid Arizona Driver License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of Arizona. HVAC universal certificate preferred.

Must have or receive current First Aid and CPR certification.

**Working Conditions:** Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required up to 75 lbs.

*Ability360 will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that Ability360 take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.*

*Further, Ability360 will not discriminate against any employee or applicant on the basis of sexual preference, or any other protected status under Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination and Employment Act, State Executive Order No. 75-5, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.*

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