



## Maintenance Technician

Reports to the Maintenance Supervisor and is an hourly, non-exempt position. Responsible for cleaning and general maintenance work orders throughout the center. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Performs interior and exterior janitorial, building maintenance and grounds keeping assignments according to work orders.
- Performs minor building construction tasks.
- Mows lawns, maintains grounds, and picks up trash and papers.
- May transport students by van or automobile to various vocational sites, medical centers, recreational activities, courts, etc.
- Ensures that all tools and equipment are in good repair and kept in appropriate storage shed and closets.
- Transports equipment and/or commodities throughout the center.
- Adheres to all PRH, PAG, CDSS and ODLE policies and procedures, and the Center's Operating Procedures.
- Ensures all equipment and facilities are clean and maintained in accordance with Center, ODLE and DOL standards.
- Maintains a work environment of zero accident and injuries including no loss-time accidents.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- High School Diploma or GED, and one years' related work experience.
- Must be proficient in a trade and have general knowledge or at minimum one additional trade.
- May be required to obtain a license to perform certain work tasks.
- Able to complete all mandated training requirements per government and management directives.
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Knowledge of methods needed to instill appropriate maintenance techniques; to read, comprehend, interpret, communicate and execute instructions or directives fluently in English. Possess a commercial driver's license. Ability to communicate effectively and relate to trainee population. Position requires an ability to operate household appliances. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent standing, walking, bending and carrying. Occasionally position involves sitting, squatting, kneeling, pushing or pulling, and lifting up to 50 pounds. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 65% of work time outside and 35% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**