

Maintenance Technician Job Description

Position Type

Part-time, generally 5-10 hours per week

Summary

The Part-Time Maintenance Technician will be responsible for maintaining the Health Department's facilities, grounds, and vehicles. This position ensures that all maintenance activities are conducted efficiently and in compliance with safety and operational standards. Duties include performing routine building and grounds upkeep, conducting vehicle inspections and minor repairs, and coordinating with contractors for larger maintenance tasks.

Reporting Structure

Reports to the Administrator

Key Responsibilities

Building Maintenance:

- Perform routine inspections of the building to identify and address maintenance issues (e.g., plumbing, electrical, HVAC, generator) including replacement of HVAC filters
- Conduct minor repairs such as fixing leaks, occasional painting, replacing light bulbs, cleaning out light covers in ceiling, and unclogging drains.
- Ensure the building's safety equipment (fire extinguishers, alarms) is functional and up to code.
- Oversee maintenance of doors, windows, flooring, and furniture.
- Assist with assembling furniture and equipment when needed.

Grounds Maintenance:

- Maintain the health and appearance of lawn, flower beds, and trees by performing tasks such as mowing, trimming, raking, and watering.
- Clear walkways and parking areas of debris, snow, or ice as needed.
- Ensure gutters are clear and flowing freely.

Vehicle Maintenance:

- Conduct routine inspections of department vehicles and trailers, including checking oil levels, tire pressure, windshield wipers, and general safety features.

- Perform minor vehicle repairs or coordinate with repair shops for more complex work.
- Ensure vehicles are clean, safe, fuel tanks are full, and ready for use by department staff – including removal of snow/ice in the winter months.

Other Duties:

- Respond promptly to maintenance requests from staff.
- Coordinate with outside contractors for specialized repairs and larger projects.
- Maintain an inventory of maintenance supplies and tools.
- Ensure all work complies with safety regulations and MCHD policies.

Qualifications

- High school diploma or equivalent.
- Experience in building maintenance, landscaping, or related fields preferred.
- Basic knowledge of electrical, plumbing, and mechanical systems.
- Ability to operate maintenance equipment (e.g., mowers, snow blowers, tools).
- Valid driver's license with a clean driving record.

Skills & Abilities

- Strong problem-solving skills and attention to detail.
- Ability to work independently and prioritize tasks effectively.
- Good communication skills to interact with staff and vendors.
- Physical ability to climb ladders, and perform required tasks safely.
- Requires the ability to maintain confidentiality of department clientele.

Physical requirements

- M-medium work. Exerting 20 to 50 pounds of force occasionally and/or up to 10 to 25 pounds of force frequently, and /or greater than negligible up to 10 pounds of force constantly to move objects. Must be able to lift 40 pounds without difficulty. Physical demand requirements are in excess of those for light work, but may be reduced with use of a dolly, pallet jack, or similar equipment.

** Other duties and responsibilities may be assigned as needs arise.*

PHI Access: Low