



POSITION DESCRIPTION

POSITION: Maintenance Technician
DEPARTMENT: Facilities Maintenance
REPORTS TO: Maintenance Manager
FLSA STATUS: Non-Exempt

Job Summary: Performs general maintenance and repairs of equipment and buildings requiring practical knowledge and skill in painting, carpentry, plumbing, and electrical work.

Duties:

- Perform highly diversified duties to install and maintain facilities and equipment.
- Provide emergency/unscheduled repairs of equipment and performs scheduled maintenance repairs.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of equipment.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Ensures that student workers and staff maintain cleanliness of Center grounds and surrounding areas.
- Ensures that equipment used in outdoor maintenance is kept clean and in proper working order.
- Ensures that students assigned to outdoor maintenance are present and accounted for each period.
- Ensures that students assigned to outdoor maintenance complete and receive training according to curriculum.
- May purchase maintenance/repair materials as directed.
- Mows lawns, clears driveways and sidewalks of snow and uses appropriate material to safeguard against slipping on ice. Coordinates these activities with student workers.
- Inspects facilities and initiates corrective action to eliminate deficiencies.
- Provides technical support to other maintenance personnel.
- Complies with technical operating manuals for equipment and machines.
- Prioritizes daily work orders according to need and assigns staff to complete.

- Maintains log of work orders and coordinates with students' work orders.
- Performs daily inspection of buildings and student work to identify safety needs
- Monitors assigned activities for students to ensure that high quality work is performed.
- Works toward meeting performance management goals.
- Follows CDSS plan and Standards of Conduct system.
- Maintains good housekeeping in all areas and complies with safety practices
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedure.
- Models, mentors, monitors appropriate Career Success Standards.
- Participation in PRH mandated staff training is mandatory. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: High School Diploma or equivalent general experience degree (GED) required. Valid state driver's license. Completion of a craft apprenticeship preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date