

## **MAINTENANCE TECHNICIAN**

### **PURPOSE**

Assure the effective functioning of ALL facilities to provide an efficient and safe working environment for employees/clients and their activities by using best business practices to manage resources, services and processes to meet the needs of the agency. Reports to Shelter Manager for shelter repairs & Controller for all other facilities.

Hours: 40 hours per week

### **ESSENTIAL FUNCTIONS:**

1. Coordinate the maintenance and repair of facilities and equipment; develop a plan to carry out necessary tasks
2. Purchase materials/supplies/tools for maintenance needs
3. Supervise volunteers performing maintenance and repair
4. Negotiate and manage contractor and vendor relationships
5. Secure and supervise appropriate contract labor
6. Contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing
7. Review all outside vendor invoices to ensure and verify satisfactory completion
8. Organize and retain maintenance records, contacts of outside vendors, and annual/seasonal maintenance checklists
9. Ensure delivery schedules, quantity and quality criteria are met
10. Ensure compliance with health and safety standards and industry codes
11. Conduct and document regular facilities inspections
12. Ensure compliance and implementation of facility policies
13. Assure security of facilities
14. Respond to facility and equipment alarms and system failures
15. Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds and other maintenance duties
16. Maintain and track facility budget, expenses, reports and payments
17. Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
18. Work as a team with other agency personnel
19. Ability to work in an environment with women and children who have experienced trauma

Resume and Cover Letter to Robin Larson [rlarson@dvcac.org](mailto:rlarson@dvcac.org) by Friday, August 28<sup>th</sup>.

Lynette Reddick  
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**PLEASE NOTE AS OF 9/25/14 DVCAC HAS MOVED TO 2806 PAYNE AVE., CLEVELAND, 44114**

Our mission is to empower individuals, educate the community, and advocate for justice to end domestic violence and child abuse.