



MAINTENANCE TECHNICIAN POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.

OVERVIEW: Working closely with the Operations Director, the Maintenance Technician is responsible for planning, organizing, directing, and performing various responsibilities associated with the maintenance of the JaxPAL facilities, equipment and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in forecasting of maintenance costs for upcoming budget year and monitor budget expenditures
- Create and implement a preventive maintenance and painting schedule for the JaxPAL facilities
- Secure technical services as required, including obtaining bids for improvements and major repairs, as appropriate
- Troubleshoot and repair minor HVAC, electrical, plumbing, and equipment issues
- Respond and resolve urgent requests regarding issues with malfunctioning equipment or structural failures that arise at JaxPAL facilities
- Responsible for mowing, trimming, edging and maintaining the grounds as needed
- Paint interior and exterior as needed or directed by Operation Director
- Order supplies, tools, and stock as needed for the facilities; monitor and control inventory of supplies and equipment
- Schedule and oversee periodic and regular servicing of HVAC, fire extinguishers, back flow preventers, fire alarm systems, AEDs and pest control. Maintain records and logs of regular servicing and inspections.
- Perform regular inspection of the facilities and grounds for safety, security and environmental conditions and to identify maintenance and repair issues
- Coordinate and supervise volunteers and work crews on special projects as needed
- Perform other duties and responsibilities as necessary or assigned

KNOWLEDGE:

- Knowledge of facility management, building maintenance and repair
- Knowledge of OSHA Standards, Safe Drinking Water Standards, all appropriate life safety and fire and health codes, Americans with Disabilities Act and applicable state and local building codes
- Knowledge of safe use of cleaning compounds and solvents used in the line of custodial maintenance
- Working knowledge of trades, such as HVAC, plumbing, electricity, building construction, and carpentry, and ability to apply knowledge

SKILLS:

- Ability to operate a motor vehicle, general cleaning equipment, and other work-related equipment
- Computer literate
- Ability to read and comprehend manuals and perform basic math skills
- Ability to organize work, establish and meet deadlines
- Ability to establish and maintain effective working relationships with the staff and public
- Ability to utilize computer software as needed
- Ability to safely utilize basic tools (provide own)

EDUCATION:

- High school diploma or GED

EXPERIENCE/TRAINING:

- Combination of education, training and experience equivalent to three years in a related technical trade or in maintenance field

PHYSICAL DEMANDS:

- Handling of equipment and materials that weigh up to 50 pounds
- Moving, lifting and arranging furniture
- Bending, kneeling, stretching, walking, and standing up to 5 hours daily
- Pushing or pulling equipment in a stooped over position
- Crawling or laying to work in a small area
- Specific vision abilities to include close vision, color vision, peripheral vision, and depth perception

WORK ENVIRONMENT:

All work is conducted indoors and outside. Local travel is required. The employee will travel from site to site. The employee may come into contact with adverse environmental conditions, such as strong odors, fumes, dust, wetness, humidity, mechanical and electrical hazards, noise, disease, pathogenic substances, toxic/poisonous agents and all types of weather conditions.

OTHER REQUIREMENTS:

- A valid Florida Driver's License is essential. Must be insurable with company vehicle insurance
- Must pass a Level II Background screening
- Must pass a drug screening

DEPARTMENT: Operations
FLSA STATUS: Part-Time/Non-Exempt 24 Hours Per Week
RATE: \$30 hourly
HOURS: Monday-Friday 24 hours
REPORTS TO: Operations Director