

**JOB DESCRIPTION**  
**BEYOND SHELTER, INC.**

**JOB TITLE:** Facilities Maintenance Technician

FLSA: **Hourly**  
**Wage Range:** \$13.00 to \$27.00

**REPORTS TO:** Property Manager

**STATUS:** Permanent Full-Time

**SUPERVISION EXERCISED:** Maintenance Staff

**MISSION OF BEYOND SHELTER, INC:**

Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

**JOB PURPOSE:** Ensure the long-term stability and performance of BSI's affordable housing portfolio.

**ESSENTIAL FUNCTIONS:**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Property Manager, the Maintenance Technician performs all tasks related to the care and upkeep of properties owned and managed by Beyond Shelter Inc., in compliance with regulations and policy to assure clean and safe living conditions for residents and visitors.

**JOB RESPONSIBILITIES:**

- Responsible for the care and maintenance of BSI facilities including but not limited to: all interior and exterior building support systems and customer programs.
- Make alterations and repairs to interiors and exteriors of properties by refurbishing vacant apartments and houses prior to new resident occupancy that includes such tasks as: repair to drywall, paint, clean, shampoo carpets, and replace electrical and plumbing fixtures and basic HVAC.
- Perform all maintenance tasks as assigned including preventive and corrective maintenance, custodial, and grounds keeping duties.
- Participate in on-call responsibilities as scheduled including twenty-four (24) hour status for emergencies. Response to all work orders and emergency calls must be timely.
- Inspect, as assigned, all units, common areas, building and grounds.
- Report to supervisor or BSI staff any deficiencies in maintenance, security, safety, liability or energy conservation.
- Keep accurate records regarding preventive and corrective work orders, apartment refurbishing, and annual inspections.
- Perform daily and periodic building tours to ensure the safe and efficient operation of critical building systems.
- Interact and maintain positive relationships with tenants to ensure their well-being.
- Operate a wide variety of tools.
- Maintain appropriate inventories of materials and supplies to support building systems and repairs
- Follow safe work practices and utilize PPE, when actions or conditions warrant.
- Other duties as directed.

**BSI Team Accountabilities:** Support the team and the mission of Beyond Shelter, Inc.  
**Expectations in support of this include:**

1. Communicating in a timely and respectful manner with all BSI team members and community partners
2. Cross train, as deemed appropriate by the Asset Management Director, in the tasks and responsibilities of various team member roles
3. Maintaining and safeguarding appropriate confidentiality of resident information and any BSI transactions.
4. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
5. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
6. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

**MINIMUM REQUIREMENTS:**

**JOB QUALIFICATIONS:**

**Required -**

- High School diploma or equivalent.
- Validated experience in facilities support and maintenance work.
- Valid Driver's license with a clean driving record.
- Experience with plumbing, carpentry, and electrical and HVAC painting and general maintenance.
- Ability to relate and communicate effectively with diverse populations, including the elderly and disabled.
- Ability to lift and carry up to 50 pounds.
- Ability to bend, stoop, and sufficient agility to perform required repairs.
- Ability to utilize a wide variety of tools and equipment in a safe and effective manner
- Knowledge of safe work practices that are general knowledge in the maintenance industry

Must pass criminal background investigation, credit check, and driving record review

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Analytical and problem-solving skills
- Motivated and possesses attention to detail
- Knowledge and experience in at least two of the following areas of expertise; HVAC, electrical, plumbing, carpentry, life safety, painting, Computer
- Ability to perform a variety of work requiring independent judgment, under supervisors guidance
- Ability to multi-task, work efficiently and meet deadlines
- Ability to perform routine measurements and basic calculations.
- Ability to communicate clearly to team, development partners, other agencies, and the Board of Directors
- Ability to work in a team-based working environment with co-workers, other agencies and the public
- Ability to work with outside vendors and support agencies to accomplish property support activities

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically, work is physical in nature with occasional lifting up to 50 pounds of force. Work environment is both indoor and outdoor and may experience a wide variety of conditions to perform maintenance support activities. Local travel to support the maintenance and repair of the facility(s) or service multiple locations

Date Accepted: \_\_\_\_\_

Approved by: \_\_\_\_\_

Revised by: