**YOUTH IN NEED**

**JOB DESCRIPTION**

**BACKGROUND**

**Job Title:**  Facilities Technician (St. Charles, St. Louis City & County)

**Reports To:** Facilities Supervisor

**FLSA Status:** Non-Exempt

**PURPOSE OF JOB**

Maintain safe and attractive working environments for children and staff.

**ESSENTIAL RESPONSIBILITY NO. 1 - 10 % OF TIME**

Description: Assist to provide a facility improvement plan for each site (Agency wide).

Task No. 1 Assist in annually inspecting each site.

Task No. 2 Analyze project requirements.

Task No. 3 Implement approved projects.

Task No. 4 Maintain documentation for each site.

**ESSENTIAL RESPONSIBILITY NO. 2 - 50 % OF TIME**

Description: Maintenance of Assigned Sites.

Task No. 1 Ensure fire, state, local and licensing regulations are upheld.

Task No. 2 Ensure all licensing and federal grant guidelines are maintained.

Task No. 3 Provide preventive maintenance to heating and a/c units.

Task No. 4 Perform minor and/or emergency repairs to facilities, including but not limited to plumbing, electrical, carpentry and appliance repair.

**ESSENTIAL RESPONSIBILITY NO. 3 - 30 % OF TIME**

Description: Purchasing of Services and Materials.

Task No. 1 Develop and maintain professional relationships with contractors/vendors.

Task No. 2 Consult with agency staff to formulate a list of needed repairs/renovations.

Task No. 3 Calculate cost of building materials and estimate project costs.

Task No. 4 Obtain bids for contracted work.

Task No. 5 Ensure projects are completed to contract specifications and within budget.

Task No. 6 Maintain receipts and records on all contracts, servicing and purchases.

Task No. 7 Ensure contracts, servicing and purchases stay within budget constraints.

Task No. 8 Maintain project files.

**ESSENTIAL RESPONSIBILITY NO. 4 - 5 % OF TIME**

Description: Oversight of landscaping at Administration building.

Task No. 1 Oversee general maintenance and upkeep.

Task No. 2 Communicate / coordinate with contracted lawn service for upkeep, advice/guidance.

Task No. 3 Oversee / coordinate pond maintenance.

Task No. 4 Assist Development Department with individual and group volunteer garden projects.

Task No. 5 Assist with setup/coordination of garden focused special events, field trips, etc.

**ADDITIONAL RESPONSIBILITIES** **- 5 % OF TIME**

Task No. 1 Move items, including furniture, as needed and/or requested.

Task No. 2 Availability after hours and on weekends to assist with facility emergency maintenance.

Task No. 3 Participate in the Safety Committee.

**Required Education and Credentials**

High school diploma or equivalent.

**KNOWLEDGE**

Structures: Framing, plumbing codes, electrical schematics, HVAC

Fire codes, city/county, p/z codes, general BOCA codes

Bureau of Child Care Licensing Regulations

Head Start Facility Regulations

General computer knowledge

Project planning, tracking and closing

Contracting and procurement

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software

Ability to be CPR certified required

**EXPERIENCE**

Building trades, communications, HVAC, Electrical, Plumbing

Company Training, vocational training, on-the-job training

Implementation of general but broad scope of repair and maintenance of buildings and grounds

**SKILLS**

Construction

Power tools

Math

Communications

Cost/Benefit Analysis

Ability to multi-task

Time management

Interpersonal skills

**ENVIRONMENTAL CONDITIONS**

This job operates both in an outdoor and indoor environment.  This role may use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Some plumbing/toilet/sewer exposure and HAZMAT exposure.

**PHYSICAL REQUIREMENTS**

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must be able to lift at least 100 pounds (ex: cement bags, tables, chairs, files)

**DRIVING REQUIREMENTS**

Class E Driver’s License – Required

Local travel required

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy)

**OTHER REQUIREMENTS**

Ensure all sites are operational, improve general environment while incorporating cost effective measures.

**Written By:** Loren Babb

**Approved By:** April Gabel

**Approval Date:** 04/16; 8/20; 9/22

**I acknowledge that I am required to obtain a Class E within 30 days of hire or date in position.** **\_\_\_\_\_\_\_\_ Initial here**

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Printed or Typed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.