



Job Title: Maintenance Technician (NON-EXEMPT Classification)

Department: Residential

Reports To: Finance Director

Primary Objective: Carry out general maintenance and upkeep of Harbor Hall Properties. Document necessary repairs and expedite preventive maintenance plan.

Major Responsibilities:

1. General maintenance and upkeep of building, grounds, and vehicles. Perform routine structural maintenance and repairs as necessary, including basic repairs to plumbing, tile, carpet and windows.
2. Preventive maintenance of all mechanical systems. Operate and maintain heating and cooling systems in most efficient manner.
3. Repair and maintain equipment as dictated by work order or preventive maintenance systems. Maintain file of work pending and complete.
4. Repair or have repaired small appliances, kitchen equipment and small engines, (lawnmower, weed eater, etc.)
5. General moving and hauling of office and residential furnishings.
6. Provide transportation services to clients as needed.

This job description is not intended to be an exhaustive list of all responsibilities, skills, or efforts associated with this position. Each responsibility listed is important to the successful performance of this job. You may be assigned job-related tasks or special projects in addition to the line items contained in the job description.

Direct Supervision: None

Qualifications: Must have a driver's license for operation of vehicles. Must have general knowledge of the use of hand and power tools. Must have some knowledge and experience of building systems. Vocational or technical school in building systems maintenance preferred. Must be able to lift 75-pound loads routinely.

Confidentiality: Harbor Hall, has the responsibility to protect clients from any unauthorized invasion of the individual's right to privacy (42CFR Part 2). Additionally, client information is protected health information covered by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must acknowledge your understanding to protect this information and to not disclose any information about any client in this facility to anyone that is not specifically authorized in writing to receive this information