**Maintenance Technician**

**Job Description**

**Summary:**

Neopolitan Lighthouse is non-for-profit community-based organization dedicated to social change by promoting the safety, emotional, educational, and practical needs of those impacted by Gender Based and Domestic Violence. Neopolitan provides comprehensive trauma informed supportive services to assist survivors in breaking the cycle of violence and becoming self-sufficient and self-reliant. The culture of the organization is one of inclusion and equity. We champion the rights of survivors of domestic violence in order that they made achieve their self-identified goals. The agency is committed to promoting from within the organization. Some of the duties and responsibilities of the Maintenance Technician are detailed below:

**Responsibilities:**

1. Responsible for disinfecting, sanitizing, cleaning, sweeping, and mopping, of the agency’s properties.
2. Make basic repairs such as plumbing, carpentry, painting, plastering, changing locks, and other household fixtures as needed.
3. Assist staff with the agencies bi-weekly food deliveries. This includes ensuring all food is brought into the facility, rotated, labeled, and stored properly.
4. Maintains exterior of the building facility which include, lawn care (i.e., remove trash from sidewalk and lawn, trim trees), snow and ice removal, salt as needed.
5. Make sure doorbell. exit, and emergency lights are working (i.e., replacing bulbs as needed).
6. Install, repair, and move household furnishings, as needed.
7. Assist Operations Manager in cleaning and organizing the agency’s storage facilities.
8. Must be able to lift a minimum of 50 lbs.
9. Other duties as assigned.

**Qualifications:**

Applicant must have a high school diploma or GED with at least 3 years of experience in facilities maintenance or in a related area. Requires knowledge of commonly used concepts, practices, and procedures as it pertains to maintenance and repairs of buildings. Expected to take direction and perform tasks with minimal instructions and supervision. Candidate must be able to pass a fingerprint criminal background check. Must have a vehicle to commute between properties and pick up supplies and donations as needed. Candidates possessing their own tools is a plus.

**Work Hours:**

Maintenance Technician will work the day shift for a total of 40 hours per week. This position may require some weekends in cases of maintenance emergencies.

**Benefits:**

Paid Holidays

Paid Time Off

Travel Reimbursement

Robust Profit-Sharing Plan

Paid Medical Insurance

Dental Insurance

**Salary**:

$20.00 /per hour