



aggieland pregnancy outreach

Facilities Maintenance Technician

Job Summary:

Aggieland Pregnancy Outreach is a Christian ministry with a heart for children born from unplanned pregnancies. It is our desire to see children raised in loving, nurturing homes-never to suffer the harm of abuse or neglect. This part-time position will oversee the upkeep and repair of our maternity home and office facilities. The Facilities Maintenance Technician plays a crucial role in ensuring that our environments remain safe, functional, and welcoming for residents, staff, and visitors. The Facilities Maintenance Technician will report to the Executive Director and collaborate with other team members to ensure the organization's goals are met.

Key Responsibilities:

- **General Maintenance:**
 - Conduct routine inspections of the maternity home and office facilities to identify and address maintenance needs.
 - Perform repairs and maintenance tasks, including plumbing, electrical systems, HVAC units, and structural components.
 - Ensure that all maintenance activities comply with safety regulations and organizational policies.
- **Preventative Maintenance:**
 - Develop and implement a preventative maintenance schedule to prolong the lifespan of building systems and equipment.
 - Keep detailed records of maintenance activities and any issues encountered.
- **Safety and Compliance:**
 - Regularly test building security systems, emergency lighting, and fire alarms to ensure functionality.
 - Address and rectify potential safety hazards promptly to maintain a secure environment for all occupants.
- **Collaboration:**
 - Coordinate with external contractors for specialized repairs or projects beyond the scope of in-house capabilities.
 - Work closely with the Executive Director to prioritize maintenance tasks and projects.
- **Inventory Management:**
 - Monitor and manage inventory of maintenance supplies and equipment, ensuring necessary items are stocked and organized.
 - Recommend purchases of new equipment or supplies as needed.

Qualifications:

- High school diploma or equivalent; vocational training or certifications in building maintenance, HVAC, electrical, or plumbing preferred.
- Proven experience in facilities maintenance or a related field, with a strong understanding of building systems and operations.
- Proficiency in using hand and power tools safely and effectively.
- Ability to read and interpret technical manuals, blueprints, and schematics.
- Strong problem-solving skills and attention to detail.
- Excellent time management skills, with the ability to prioritize tasks effectively.
- Good communication skills, capable of working independently and as part of a team.
- Physical capability to perform maintenance tasks, including lifting to 50 pounds, climbing ladders, and working in various environmental conditions.

Preferred Qualifications:

- Experience working in residential facilities, healthcare settings, or maternity homes.
- Familiarity with local building codes and safety regulations.
- Certification in First Aid and CPR.
- Skills in building maintenance, including electrical, plumbing, HVAC, and general repairs.

Working Conditions:

- Flexible part-time schedule, with the possibility of occasional on-call hours for emergency repairs.
- Work may involve exposure to various environmental conditions, including outdoor weather and indoor areas requiring maintenance.
- Use of personal protective equipment (PPE) as required for specific tasks.

Position Summary:

This is a part time job up to 20 hours a week.