

Voluntary Action Center
Job Opportunity

Position: Facility Technician (PT)

Location/Department: Sycamore / Maintenance

Reports To: Maintenance Director

Schedule: 20-25 hours / week. Schedule can be between 5:00 a.m. to 11:00 p.m. depending on the needs of the agency. Must be flexible and have ability to work occasional weekend and odd hours.

Responsibilities: On their assigned day, the Facility Technician assists with facilities preventative maintenance and specific repairs on agency buildings, grounds, and vehicles. Main tasks include, but are not limited to:

- Complete daily, monthly, and yearly inspections and maintenance on agency equipment, completing full documentation to be logged and filed
- Perform general and ongoing maintenance tasks including, but not limited to, monitoring facility lighting, coordination of employee moves, performing basic electrical and plumbing work, hanging pictures and shelving, dismantling and installing furniture, and monitoring rooftop units
- Coordinate and schedule all yearly inspections required for RPZ, sprinkler systems, fire extinguishers, etc.
- Assist in major maintenance projects on the property, as required
- Perform general cleaning and grounds keeping maintenance as required
- Practice safe work processes and contributes to the creation and maintenance of a safe working environment for self and others
- Assist with vehicle maintenance, as required
- Respond to after hour emergencies, as required
- Other duties and responsibilities as assigned

Education, Licensing, Certifications, Physical Requirements:

- Must be at least 21 years or older, clean driving record
- Must have a valid CDL with airbrake endorsement, or ability to acquire within 30 days of hire
- Must pass pre-employment background check, DOT physical, and drug screen
- High school diploma or equivalent, solid work background in job duties as described

Knowledge, Skills, and Abilities Required:

- Sound facilities maintenance and mechanical knowledge
- Ability to repair and maintain a wide range of mobile and stationary equipment
- Analytical and problem-solving skills; decision making skills; team building skills
- Excellent verbal and written communication skills, customer service and interpersonal skills
- Excellent computer skills, especially Microsoft Office applications
- Must demonstrate good judgment and solid problem solving skills
- Ability to be approachable and professional
- Ability to handle multiple tasks, be self-motivated, and well organized

Application Deadline / Tentative Process Schedule: Interested individuals should submit a cover letter, resume, and VAC employment application via traditional mail or e-mail to: Paul LaLonde, Assistant Executive Director, HR@vacdk.com.

VAC is a drug free workplace and an EOE.