

# Facilities/Maintenance Technician

**Classification:** Exempt  
**Salary Range:** DOE  
**Department:** Facilities  
**Reports to:** Facilities Manager  
**Date:** 8/03/2022

## Summary/Objective:

The Facilities Maintenance Technician performs work in the maintenance, care, and modification of Camp Korey property and buildings including HVAC, plumbing, electrical, painting and carpentry as needed. This position requires the operation of electrically powered and gasoline powered equipment and machines, and the use of small hand and power tools. The Facilities/Maintenance Technician also performs routine maintenance on the Camp Korey fleet of vehicles, on equipment and tools, and makes minor repairs as directed, and will provide security during programs and events.

## Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform routine preventative maintenance and repair procedures to property and buildings.
2. Implement regular and directed preventative maintenance utilizing proper tools and equipment.
3. Provide a record of repairs and maintenance by keeping daily logs of activity.
4. Provide campus-wide general maintenance and repairs as needed, in conjunction with Facilities/Maintenance crew.
5. Apply chemicals properly and safely by wearing prescribed protective clothing and gear, utilizing according to instructions and storing or disposing of only as directed.
6. Perform maintenance and repair on fleet of vehicles: inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc., repairs or replaces broken parts.
7. Clean and inspect boiler; treats water with proper chemicals
8. Replace broken windows; repairs doors, door locks, and closets, installs window blinds
9. Install electrical wiring and equipment; new electrical services, wiring during remodeling projects, replaces and repairs wiring as needed
10. Repair electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment
11. May install computer cable
12. Assist with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures
13. Respond quickly in the event of emergency, and notify appropriate personnel and outside agencies as needed.
14. Support the mission of Camp Korey with additional duties as needed, including all-hands-on-deck event support.

**Key Competencies:**

Should have knowledge of and/or experience in:

- Skilled trades: carpentry, painting, plumbing, HVAC, electric, water treatment
- Technical and mechanical capacity
- Ability to prioritize tasks and follow specified procedures
- Thorough and goal-oriented; able to work well with minimal supervision
- Safety-minded
- Effective communication skills (written and verbal)

**Work Environment:**

Work is regularly performed year-round, inside and outside in varied weather conditions with machinery and moving mechanical parts. The employee is regularly exposed to dust, odors, oil, fumes, noise, vibration and hazardous equipment and materials. The employee occasionally works in high, precarious places and is occasionally exposed to airborne particles, toxic or caustic chemicals, poor ventilation, and risks of electrical shock which may be hazardous and may cause injury if instructions are not properly followed. The noise level in the work environment is usually loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires considerable and strenuous physical exertion. While performing the duties of this job, the employee is regularly required to sit, walk, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms, stoop, kneel and crouch. The employee is frequently required to stand, talk and hear and is occasionally required to climb, balance, and smell. The employee must frequently lift or move up to 60 lbs. This position requires full range physical motion in order to operate equipment and machines and access heights by climbing up to twenty feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Position Type/Expected hours of work:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Work Schedule during programs:

Thursday - Monday

Required during Springtime, 6 weekends

Required during Summertime, 8 weekends

Required during the Fall, 6 weekends

**Travel:**

Local travel may be required. No long-distance travel is expected.

**Required Education, Training and Experience:**

- High school diploma or GED equivalent
- Two or more years of experience providing maintenance services and repair with knowledge of the methods and materials used in the skilled trades and the proper operation and maintenance of tools, equipment and machinery
- General mechanical and technical aptitude
- Good skill in the use of hand and power tools

**Preferred Education, Training and Experience:**

- Specialty training in two or more skilled trades
- Knowledge of the proper disposal of chemicals

**Additional Eligibility Requirements:**

- Valid driver's license
- Background check
- Current Vaccinations, including COVID
- Willing to follow COVID protocols
- CPR/First Aid Certification
- CDL a plus

**EEO Statement**

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We value diversity amongst staff and encourage all qualified applicants to apply.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures:**

**This job description has been approved by all levels of management:**

**Manager** \_\_\_\_\_

**HR** \_\_\_\_\_

**Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.**

**Employee** \_\_\_\_\_      **Date** \_\_\_\_\_