



## **Maintenance Technician/Driver**

**TITLE: Maintenance Technician/Driver**

**DEPARTMENT/PROGRAM: Agency-wide (all departments)**

**REPORTS TO: VP of Building & Safety**

**TYPE: Full-time contractual position**

### **Summary**

Franklin Wright Settlements, Inc. (FWS) is seeking a talented and reliable Maintenance Technician/Driver to join our maintenance department! The Maintenance Technician, under the supervision of the Maintenance Supervisor or designee, is responsible for the maintenance and repair of the agency's offices, buildings, and grounds to ensure that the buildings, units and offices are appropriately maintained in accordance with FWS standards and guidelines.

Overall duties will include conducting quality assessments, scheduling repairs, maintaining inventory, and developing preventative maintenance procedures.

Our ideal candidate will be a jack-of-all-trades, with in-depth knowledge of maintenance procedures, hydraulic systems, and basic tools and appliances. To excel in this position, you must be an outstanding problem-solver with exceptional communication and organizational skills.

### **Principal Role**

- Responsible for maintenance, repairs, and janitorial services of FWS offices, building and grounds (FWS East location and Youthville location in Detroit, MI).
- Performs preventive maintenance procedures.
- Responsible for developing and maintaining working knowledge of janitorial equipment used for routine custodial work.
- Responsible for transporting program participants on various assigned outings and working effectively with Program Directors as it relates to transportation/delivery needs of the agency.
- Responsible for performing other duties as assigned by Maintenance Supervisor or designee.

## **Tasks and Responsibilities**

- Making minor repairs to equipment and buildings, including plumbing repairs.
- Responsible for maintaining working knowledge of janitorial equipment used for routine custodial work.
- Performing outdoor maintenance such as lawn maintenance/lawn care and snow removal.
- Replacing fuses and light bulbs.
- Opening and closing buildings as assigned.
- Performing janitorial services to ensure cleanliness, sanitation, and excellent condition of facility.
- Monitoring the front desk and ensuring proper and safe use of building by all visitors.
- Performing set-up and room maintenance activities prior to and after agency meetings.
- Provide light maintenance services to homebound seniors to ensure their well-being and safety.
- Responsible for transporting program participants on various assigned outings and working effectively with Program Directors as it relates to transportation/delivery needs of the agency.
- Responsible for performing other duties as assigned by Supervisor or designee.

## **Qualifications**

- Must possess High School Diploma or equivalent and at least two (2) years of experience in performing general building maintenance.
- Certificate in HVAC, building maintenance technology or relevant field is preferred.
- Advanced understanding of general maintenance procedures and techniques.
- Effective problem-solving abilities.
- Excellent written and verbal communication skills.
- Must be well-organized and the ability to prioritize tasks.
- Must be able to work the required work schedule of Monday – Friday, 9 am to 5 pm each day. In addition, must be able and willing to work flexible hours, including nights and weekends when necessary.
- Must have a valid/current Michigan Driver's License, excellent driving record, and proof of State of Michigan vehicle insurance. Chauffeur License preferred.
- Must have reliable transportation.
- Must have experience driving 15-passenger van. Must have the ability to operate light commercial and passenger vehicles.
- Must be able to clear a National Criminal History check and Michigan State Police clearance check, sex offender check and other required clearances, as necessary.

**Equal Opportunity Employer**