



NEW ENGLAND CENTER
AND HOME FOR VETERANS

EDUCATION | SUPPORT | EMPLOYMENT | HOUSING

Position Title: Maintenance Technician
Department: Operations
Exemption: Non Exempt
Supervisor: Manager, Maintenance

Job Summary:

Reports to the Maintenance Manager for the material condition of the 135,000 sq/ft facility which includes apartments, transitional dorms, offices, dining/kitchen, and common space. **This position is considered Essential Personnel and may be required to work during times of inclement weather and emergencies.**

Responsibilities:

The Maintenance Technician role requires a broad range of basic maintenance skills to support the efficient operation of property. Responsibilities may include, but are not limited to, the following areas of basic routine, preventative and emergency maintenance:

- Electrical
- Plumbing
- HVAC
- Carpentry
- Mechanical
- Painting and Drywall Repair
- Appliance Repair
- Locks & Keys
- Janitorial, Grounds and Snow Removal

Requirements of the Position:

- Ability to communicate effectively, both written and verbal; demonstrate excellent interpersonal skills.
- Excellent customer service skills.
- Ability to take initiative and be a self-starter;
- Adhere to OSHA safety regulations approved standards, policies and procedures
- Interface with peers, staff, vendors, contractors to appropriately resolve issues.

Education/Experience Required:

- High School Diploma or GED
- 2+ years' experience in the facilities maintenance field

Essential Functions:

- Basic knowledge of tools, equipment, and processes used in facility maintenance.
- Operate a radio and mobile phone.
- Walk twelve flights of stairs.
- Lift or move 50 pounds
- Basic computer skills
- General hours (except in emergencies) are Monday – Friday, 7 am – 3 pm. Overtime may be available if approved.