



POSITION TITLE:	Maintenance Technician
DEPARTMENT:	Administration
POSITION TYPE:	Non-Exempt
REPORTS TO:	Maintenance Supervisor

POSITION PURPOSE: To maintain the agency building/grounds, do both preventative and on-going maintenance of equipment and vehicles to maximize agency assets.

ESSENTIAL FUNCTIONS

1. Maintain a positive and enthusiastic attitude to promote positive public relations.
2. Shall be responsible for the performance and/or coordination of all preventive and emergency equipment maintenance including related record keeping. May be requested to develop and build adaptive equipment for disabled individuals. OSHA and other safety requirements must be followed.
3. Shall be responsible for a combination of duties including performance and/or coordination of the maintenance of building, such as painting, carpentry, simple plumbing, and electrical wiring, external/internal maintenance and repair including related record keeping. OSHA and other safety requirements must be followed.
4. Shall maintain fork lift driving certification as “trainer” and provide necessary training and certification to appropriate staff. Shall be available to assist with fork lift loading and unloading of materials as required.
5. Shall be responsible for a combination of duties including performance and/or coordination of grounds maintenance, such as lawn care, snow removal, and parking lot maintenance including related record keeping. OSHA and other safety requirements must be followed..
6. Shall be responsible for the performance and/or coordination of all preventive and emergency vehicle maintenance and related record keeping. OSHA and other safety requirements must be followed.
7. Shall be responsible for the daily security of the facility and coordination of maintenance of all security and alarm systems with appropriate vendors.
8. Will be required to answer alarm calls after hours and coordinate repairs.
9. Will follow all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
10. Will adhere to all agency policies and procedures regarding ethics, client rights and dignity of persons served.
11. May assist Driver in delivery/pick up of materials for Paladin to/from vendor or other Paladin sites.
12. Adheres to all health & safety procedures and uses protective equipment as necessary.

ADDITIONAL RESPONSIBILITIES

1. Involvement in determining equipment, building/grounds, and vehicle needs and preparing quotes or job requests to vendors. Will be involved in decision-making regarding these requests.
2. Periodic price review of equipment, tools and fixtures costs as required by administration.
3. Periodic needs assessment of current equipment, tools, and fixtures to be sure that we are meeting needs addressed for each department.
4. Attends meetings, in-service training and professional development activities as necessary.
5. Shall perform any other job related function as assigned.

KNOWLEDGE AND SKILL

Prior job training/experience in carpentry, electrical, small motor repairs, grounds keeping, millwright, and plumbing. Basic knowledge of heat/air conditioning systems necessary. "Jack-of-All Trades" involving maintenance.

COMMUNICATION SKILLS

1. Discuss needs, problems, costs and coordination of work to be performed and all administrative concerns.
2. Discuss needs, problems, costs and coordination of work to be accomplished. Discuss equipment/plant modification needs to accommodate disabled individuals.
3. Communication with others for assistance or explanation of equipment/machine usage, paperwork flow, etc.
4. Will be required to communicate needs to vendors regarding quotes, repairs, pricing, etc.
5. Must be able to explain how to use certain production machines/equipment to other staff or outside vendors. Provide working "flow chart" of proper use of equipment/machines.

PHYSICAL REQUIREMENTS

1. Mobility; walking frequently most of the day.
2. Climbing occasionally up to 15 feet. Higher if required.
3. Lifting between 25-50 lbs. Frequently, up to 100 lbs. occasionally.
4. Hearing and sight necessary to complete tasks.
5. Drivers license needed to make emergency runs during/after hours to different sites to handle equipment/vehicle problems, to get parts, transport some vehicles to and from repair sites, etc.
6. Reaching, both high/low and forward. Bending and stooping.
7. Subject to temperature variations of hot/cold and dust in plant. Fumes from trucks, buses, etc. in warehouse and while repairing.

MENTAL REQUIREMENTS

1. Identify machine malfunction, problem solving to analyze repair requirements. May be required to improvise with materials on hand.
2. Work with minimal supervision (may make own decisions as to priorities).
3. Patience and diplomacy needed.
4. Ability to change priorities, be flexible, and make instant decisions based on priorities and safety factors.

TOOLS AND EQUIPMENT USED

Working knowledge of all tools in building with exception of computers and some rehabilitation equipment.

EDUCATIONAL REQUIREMENTS

High school diploma or equivalent, or three to four years experience on-the-job required preferred. Advanced study and knowledge in basic electricity. Basic trade education and experience in related fields as stated above in essential functions.

ADDITIONAL INFORMATION

Assist in training staff regarding building/grounds, equipment/machine use. May serve on various agency teams. Shall be responsible for the safety of all staff and clients supervised. Will be required to keep driver's license and vehicle insurance for vehicles driven for Michiana up-to-date and provide Human Resources with copies of current information. Shall be required to keep all agency-required training up-to-date.

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor's name, and my HIPAA classification.

Supervisor: Maintenance Supervisor Supervisor name at hire: See start letter/Org Chart/Roster

Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be.

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05-2001; 05-2004; 10-3-2006; 9/2008; 2-5-2013; 10/2017

MANAGEMENT SIGNATURES

Immediate Supervisor Date

Department Director Date

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Reviewed by:

Reviewed by:
CFO / Human Resources

Initials	Date

Executive Director

Initials	Date

Annual Review Initials:

Date	Initials (Officer)	Supervisor
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THIS PAGE IS NOT GIVEN TO STAFF MEMBER. THIS PAGE IS FILED IN ADMINISTRATION. IF POSITION CHANGES – SUPERVISOR – PLEASE SIGN AGAIN.

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