



Peaceprints™ of WNY
660 Smith Street; Buffalo, NY 14210; (716)856-6131
www.PeaceprintsWNY.org; info@PeaceprintsWNY.org

JOB TITLE:	Maintenance Technician
DEPARTMENT:	
REPORTS TO:	Office Manager
FLSA CLASSIFICATION:	Professional
EFFECTIVE DATE:	

Position Summary: This position is responsible for facilities upkeep to look their best, maintain a safe environment and serve their intended function by performing routine repairs and general maintenance of buildings and grounds at various sites of the organization. Must coordinate and communicate effectively with staff and residents.

Essential Functions:

- Perform repairs and general maintenance work of buildings, grounds and equipment at various sites including electrical, carpentry, plumbing, and masonry, glazier and painting tasks.
- Repair and treat structures such as showers, floors, sinks, walls, and carpets.
- Perform minor repairs and troubleshooting on locks, cabinets, closets, desks, hinges, light fixtures, electrical switches etc.
- Assist in moving and transportation of furniture and equipment.
- Exterior maintenance as needed; may include lawn mowing, snow removal, spring and fall cleanup, gutters, garage and greenhouse.
- Keep and maintain all work areas clean and free of clutter, all organizations tools and equipment organized and accounted for and in working order.
- Interior heavy duty cleaning tasks as needed, may include shampooing carpets, waxing floors, window washing etc.
- Follow the Facilities Maintenance Plan to properly schedule and perform tasks according to the yearly plan.
- Perform monthly site inspections to insure regularly scheduled and emergency maintenance is done in a timely manner. Provide Office Manager list of repair items that should be added to the Facilities Maintenance Plan that may require additional budgeting and future planning.

Education and Experience:

- Basic degree or high school education or GED
- Valid driver's license and clean driving record required

Knowledge, Skills and Abilities:

- Ability to use various power and hand tools very efficiently and actively.
- Basic knowledge of plumbing, electrical and carpentry skills.
- Ability to follow oral or written instructions as needed.
- Ability to communicate efficiently and fluently in both written and oral form as needed.
- Ability to establish and maintain effective and cooperative working relationships with supervisors, staff and residents.



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Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to handle, control, or feel objects, tools, or controls
- Repetitive motions
- Bend or twist the body when operating equipment or examining or moving product
- Lifting (up to 70 pounds)
- Walking, sitting, kneeling, crouching
- Maintain a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well

I have reviewed and understand the job description and believe it to be accurate and complete. I understand that the organization retains the right to change the Job Description as they deem necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature

Date

