



Maintenance Specialist-Facilities

Reports To:	Lead Maintenance Specialist-Facilities
Department:	Facilities
FLSA Classification:	Non-Exempt
Salary:	\$22-\$25 Per Hour
Date Updated:	February 2024

Job Description

Summary/Objective

The Maintenance Specialist shall work collaboratively with members of the maintenance and facilities team to perform a variety of integral maintenance tasks and shall strive to always uphold the highest standards of safety. The Maintenance Specialist shall provide general maintenance work and shall repair and install structural components, systems, electrical equipment, and systems throughout the facility. Additionally, the Maintenance Specialist shall maintain telephone and school bell systems, maintain locks across the property, and provide support to custodians and grounds crew on an as needed basis.

Principle Duties and Responsibilities

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

- Constructs, repairs, and maintains concrete foundations, slabs, and sidewalks.
- Perform vehicle maintenance and paint structures and pavement.
- Repairs and maintains various types of motors and engines used to power pumps, HVAC compressors and equipment.
- Repairs and maintains locks and keys.
- Instructs the clients that are part of the work experience programs.
- Maintain roofs, inspect gutters, and perform roof maintenance and repairs.
- Construct, repair, and maintain wooden and metal structures across the facility.
- Repair and install plumbing systems and repair electrical transformers, fixtures, and outlets.
- Perform swimming pool circulation treatment and proper chemical adjustments as required.

Essential Skills & qualities

- Collaborative work ethic
- Excellent attention to detail
- Strong mathematical aptitude
- Ability to safely perform manual labor.
- Well-organized with the ability to prioritize and manage time effectively.

Core Competencies

- Ability to read blueprints/plans.
- Working knowledge of filtration systems.
- Ability to carry out commercial repairs.
- Knowledge and practical application of commercial maintenance best practices.

Technical Competencies

- Good working knowledge and application of HVAC components
- Good working knowledge and application of painting
- Good working knowledge and application of plumbing
- Good working knowledge and application of carpentry
- Good working knowledge and application of electrical systems

Experience

- Commercial spaces

Requirements

- Valid California driver's license
- Minimum of five (5) years of structural, electrical, and/or HVAC experience

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

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.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org