



Position: Facility Maintenance Technician

Baxter Community Center is looking for a Facilities Maintenance Technician to join our facilities staff.

Job Summary

The primary responsibility of the Facilities Maintenance Technician is the daily cleaning of the Clinics and Child Development Center. The position part time (15-20 hours) and during evening hours.

Employment Status Part Time, 15-20 Hours a week, during evening hours

Job Functions

- Provides daily cleaning of the Child Development Center and Clinics (Health & Dental)
- Assist Facility Manager in providing minor skilled labor repairs and maintenance
- Identifies and reports to Facility Manager any building, equipment or grounds repair needs
- Assists in keeping custodial areas and inventories stocked and orderly
- Provides cleaning for any special events or emergencies
- Assist in keeping the exterior walks, ramps and stairs clear of debris, snow and ice
- Assist Baxter staff as requested in duties requiring heavy lifting or hauling
- Maintain professional attitude
- Provide building security and lock up during nonbusiness hours
- Collect building recycling and place in collection dumpster
- Collect trash and debris on Baxter grounds and place in collection dumpster

Requirements

- Experience or training in custodial skills and equipment use
- Experience or training in minor plumbing, electrical, carpentry, painting repairs
- Experience or training with minor equipment repair
- Ability to perform frequent standing, walking, reaching, grasping, bending, stooping, lift 20 lbs continuously, 40 lbs frequently, and 70 lbs periodically, use of short and tall ladders, smell, differentiate colors, hear at normal levels.

○

***To apply, submit your resume and cover letter to
jobs@baxtercommunitycenter.org.***