

# Maintenance Technician

Make a difference! Join Granite Wellness Centers, a local non-profit focused on providing wellness services in Nevada and Placer Counties. We are looking for someone with the right experience to join our team.

## POSITION SUMMARY:

In conjunction with health, safety and manufacturer's standards, performs general cleaning and minor maintenance duties by maintaining buildings (interior and exterior), adjacent walks and grounds and equipment in a clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

## QUALIFICATIONS:

1. A minimum of six (6) months janitorial experience, building maintenance and repair.
3. Knowledge and use of small tools.
4. Knowledge and use of basic cleaning and building materials.
5. Ability to move furniture and other office equipment.
6. Ability to lift up to 50 pounds, use appropriate lifting techniques and request assistance when necessary.
7. If a recovering person, a minimum of one year continuous sobriety and active participation in a program of recovery

## RESPONSIBILITIES AND COMPETENCIES:

The employee must be able to perform the essential functions of the job with or without reasonable accommodations. The following functions are considered essential to this position, using general maintenance standards (and in compliance with State Health and Safety regulations):

1. Perform regular and preventive maintenance on machines, equipment and agency facilities.
2. Vacuum, sweep and mop all floor spaces.
3. Empty office and refuse containers.
4. Clean, maintain, restock restrooms.
5. Ensure common areas are free of refuse; are orderly and tidy.
6. When necessary, move tables, chairs, desks, and other equipment/materials.
7. Maintain outdoor areas an orderly fashion; free from hazards, debris, and clutter. Sidewalks and drives must be free from snow, ice, leaves, and in good repair.
8. Coordinate with outside vendors for all contracted repairs and/or maintenance in accordance with manufacturer guidelines (utilities, security, HVAC, landscapers, deliveries, etc.) to coordinate services as scheduled.
9. Responsible for maintaining buildings in good repair. This includes painting, replacing worn equipment, repairing furniture, locks, baseboards, trim, windows etc.
10. Responsible for assuring the electrical system is in good working order and all electrical appliances are in good working order: this includes call lights, emergency power, door signals, fire alarms, and exit lights.
11. Responsible for assuring that all plumbing is in working order and in good repair.
12. Responsible for assuring that all fire safety equipment is in working order and coordinate with the administrative and/or compliance team to assure that it is inspected regularly by the appropriate services.
13. Maintaining all facility equipment. This would include but is not limited to washers, dryers, air

conditioners, furnaces, and lawnmowers.

14. May be required to assist staff in moving residents and furniture.

15. Assists Compliance Manager to assure staff compliance with all State and Federal regulations including blood borne pathogens, infection control, hazardous materials, fire safety, and building, electrical, and plumbing codes.

16. Other duties as assigned.

**BENEFITS:**

Granite Wellness Centers offers Vacation Leave, Sick Leave, Holidays, Retirement Plan, Health and Dental Insurance to eligible employees. Opportunity to work with a dynamic, innovative, and integrated team comprised of a diverse group of professionals.

Please email resumes to [hrinfo@granitewellness.org](mailto:hrinfo@granitewellness.org)