



Granite Wellness Centers

Job Description

POSITION: MAINTENANCE TECHNICIAN
DESIGNATION: NON-PROFESSIONAL
STATUS: NON-EXEMPT
SCHEDULE: Variable days and shifts, Averaging 40 hrs per week
SUPERVISOR: Program Manager, their designee, and/or CEO

The mission of Granite Wellness Centers is to support the communities we serve with a full spectrum of wellness-focused programs to reduce the social, health and economic impact on families and children from substance abuse and behavioral health issues.

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

PO Box 6028 ♦ Auburn, Ca 95604
hrinfo@granitewellness.org
♦ www.granitewellness.org ♦

- coordinate services as scheduled.
9. Is responsible for maintaining buildings in good repair. This includes painting, replacing worn equipment, repairing furniture, locks, baseboards, trim, windows etc.
 10. Is 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. Is responsible for assuring that all plumbing is in working order and in good repair.
 12. Is responsible for assuring that all fire safety equipment is in working order and coordinate with administrative staff to assure that it is inspected on a regular schedule by the appropriate services.
 13. Is responsible for maintaining all facility equipment. This would include, but is not limited to washers, dryers, air conditioners, furnaces, and lawn mowers.
 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.