



MAINTENANCE SPECIALIST

DEPARTMENT: Administrative
REPORTS TO: Executive Management Associate
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: D.O.E.

POSITION PROFILE:

The Maintenance Specialist ensures that the SAY San Diego Viewridge facility is operating in good condition, is clean and presentable on a daily basis.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Perform preventative maintenance (cleaning air vents, replacing filters, carpets, etc.)
- Execute general maintenance of the following as required: minor carpentry, painting, drywall repair, ceiling tiles, flooring, parking lot, playground, interior/exterior lights, etc.
- Respond to and prioritize facility request from staff via Help Desk Ticket software in a timely manner (ex: hanging white boards, installing keyboard trays, moving office furniture, etc.)
- Coordinate facility related maintenance efforts with contractors, vendors and technicians (electrical, air conditioning, windows, etc.); Organize service contracts, trash removal, HVAC, etc.
- Responsible for daily janitorial services (empty trash, clean & stock restrooms, vacuum, etc.)
- Perform light landscape and plant maintenance
- Liaison with management and landlord on major systems and repairs
- Perform other duties as assigned by Executive Management Associate

QUALIFICATIONS (Education, Experience and Certifications):

- High School Diploma or GED
- 1-2 years building maintenance experience, including general repairs
- A valid CA Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Able to work schedule: Monday through Friday from 11:00 am to 7:30 pm
- Knowledge of basic hand/power tools and their safety procedures
- Basic computer skills, Microsoft Word & Microsoft Outlook
- Able to lift and carry objects weighing up to 75 pounds
- Interacts in a professional manner with all levels of employees, VP to entry level, etc.
- Able to maintain a professional calm demeanor under pressure and tight deadlines
- Possess excellent customer service skills
- Must have effective communication and decision making skills

WORKING CONDITIONS:

ENVIRONMENT: Office and outdoor functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.



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PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Able to lift and carry objects weighing up to 75 pounds. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.