



**MacDonald Training Center, Inc.
Team Member Position Description**

Position Title	Maintenance Specialist	Reports To	Sr. Director of MTC Supports
FLSA Status	Non-Exempt	Original	October 1, 2018
EEO Status	Service Worker	Revised	April 1, 2023

Standard Hours:	40 hours per week, Monday through Friday. Hours may vary depending on business needs. On-call availability nights and weekends required.
Supervisory Responsibilities:	None

Position Qualifications:
Must be at least 18 years of age and has a high school diploma or equivalent. Basic experience in plumbing, building repair, grounds keeping, vehicle maintenance and other related knowledge of maintenance procedures required. Valid HVAC Certification is preferred. Valid Driver's License Required and clean MRV.

APD Training Requirements:
Zero Tolerance, Direct Care Core Competencies, HIPAA

MTC Training Requirements:
Valid Florida Drivers License, Defensive Driving training, CPR & First Aid Certification, Forklift Training, Non Harrassment Training. Maintain HVAC certification from an accredited program.

Physical Requirements:
Lift and/or carry up to 50 lbs, Standing, Stooping, Sitting, Walking, Typing, Balancing, Climbing, Crouching, Reaching, Kneeling, Pushing, Pulling, Driving, Cleaning, Vacuuming, Mopping.

Knowledge:
<ul style="list-style-type: none"> • General maintenance and repairs procedures • Regulatory inspections of buildings and/or properties • Regulatory drills and safety procedures • Plumbing, electrical, painting, carpentry and appliance installation • Building lighting, back flow testing, load bank testing, Fire communication testing • Sprinkler system, generators • Heat pump and straight cooling A/C units • Door latching tests • Vehicles maintenance and repairs • Wells.

Skills:
<ul style="list-style-type: none"> • Problem solving, reasoning and decision making; Plumbing repairs; Electrical repairs; basic automotive repairs; Scheduling; Cleaning and mopping; Vacuuming

Abilities:
<ul style="list-style-type: none"> • Read, write and speak English. • Organize and execute multiple projects simultaneously. • Use computer and carry a cell phone. • Maintain flexible work schedule. • Must be available on as needed basis. • Work with various tools and equipment. • Operate motor vehicle, forklift, hand truck, power tools, lawn mower, edger, etc. • Work indoor and outdoor. • Work in various weather conditions. • Perform Cleaning, Vacuuming, Mopping. • Must have own tools.

MTC Core Position Values:

- Act in good faith and in the best interest of the individuals served.
- Treat others with dignity and respect at all times.
- Respect the opinions and choices of co-workers and the individuals served.
- Act as a responsible team member by demonstrating courtesy, integrity and cooperation.
- Encourage the independence of the individuals served by promoting self-advocacy.
- Be accountable for meeting the expectations of all our stakeholders.

Position Duties:

- Ensure compliance with regulatory agencies by scheduling and/or completing required inspections. (Emergency Lighting, Back Flow Testing, Load Bank Testing, Fire Communication Testing, Sprinkler Inspections, Generators, AC Filters, Door Latching Tests, Vehicles, wells, etc.)
- Schedule and perform preventative maintenance: HVAC filters, door latching tests, emergency exit tests, and other NFPA required testing.
- Demonstrates proficient skills in plumbing, electrical, drywall, carpentry, painting, tiling, cleaning up work area, and computer use.
- Repair/replace structures such as sinks, showers, floors, walls.
- Coordinate, prioritize and complete work orders and special projects with maintenance lead.
- Coordinate, plan, execute, and complete projects in a timely manner.
- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance.
- Work with location managers to ensure minimal interruption of program services.
- Increase operational effectiveness & efficiency of MTC's buildings and infrastructure.
- Update certifications, professional and MTC trainings and knowledge of industry standards.
- Demonstrate professional attitude at all times.
- Service appliances including washing machine, dryer, oven, refrigerator, dishwasher.
- Coordinate with contractors and acquire estimates when needed. (AC Replacement, Vehicle Maintenance, Tree removal etc.)
- Pick up and deliver donations.
- Monitor and control supplies and equipment; order supplies and tools as necessary.
- Move furniture, equipment and appliances: disassemble and assemble as needed.
- Transport vehicles for repairs or use at various facilities.
- Repair and maintain tools, equipment and company vehicles.
- Compliance with OSHA Regulations.
- Organize and execute multiple projects simultaneously.
- Maintain work order and inspection records and hours log.
- Perform other duties as assigned consistent with the responsibilities of the position.

Team Member Signature	Date
Team Leader/Director Signature	Date

The provision of a position description in no way alters the at-will nature of employment at MacDonald Training Center Inc. MacDonald Training Center Inc. is free to change the duties of any position and/or delete this position at any time and for any reason.