



Maintenance Technician

Part-Time possibly Full-Time

Beach House Inc., dba Leading Families Home, is a 501(c)3 charity serving the Toledo area community since 1921. Our organization's mission is helping families transition from homelessness to permanent housing. Our vision is building a better future for our community by providing life-changing resources. Last year, Leading Families Home served 479 individuals, including 275 children. Visit our website at www.lfhtoledo.org.

Our environment is challenging and collaborative. You will have the opportunity to work with individuals dedicated to making a positive impact in our Participant's lives and our community.

Position Summary:

- Part-Time with possibility of full-time
- Valid driver's license, availability of an automobile and proof of liability insurance
- Responsibilities include providing a wide range of repair tasks, routine maintenance, aesthetic work, within facilities and grounds
- Location: Shelter and Office facilities
- Schedule is typically M-F and as needed
- Reports to Operations Director

We are seeking a Part-Time Maintenance Technician. The position ensures the facilities remain in operating form. Daily tasks can vary day-to-day based on what is in need of attention. The Maintenance Technical is responsible for repairs, aesthetic work, groundskeeping, basic plumbing, electrical and carpentry work.

Experience

- 3-5 years' experience as maintenance technician
- Sound knowledge of basic plumbing, carpentry, and electrical wiring
- Experience safely operating hand and power tools
- Strong problem solving skills
- Good hand-eye coordination



Leading Families Home
2283 Ashland Ave. | Toledo, OH 42620
(419) 244-2175 | info@lfhtoledo.org | www.lfhtoledo.org



Education

- High School Diploma or GED Required
- Certifications in plumbing, carpentry, electrical preferred

Essential Duties and Responsibilities

- Responds quickly in case of emergency
- Complete minor report work including repairing doors, assembling office furniture, locks, door frames, replace light bulbs and sockets, switches, window glass, painting
- Performs basic plumbing tasks including unclogging drains, fix leaking faucets and toilets
- Inspect control panels and electrical wiring to detect issues requiring immediate attention
- Maintain outdoor areas
- Perform inventory of maintenance supplies; notify supervisor of low or depleted supplies
- Ensure all maintenance equipment is in good working order
- Survey buildings and repair mechanical systems to ensure systems are consistent with health and safety regulations
- Inspect alarm systems and quickly schedule repairs when needed
- Undertake activities of pest control
- Maintain HVAC equipment to ensure adequate climate control and proper functioning
- Apply preventative measures to reduce the risk of future problems
- Fix/repair potential safety hazards to avoid injuries

Additional Responsibilities

- Resourcefulness and problem-solving aptitude
- Excellent communication skills
- Performs other duties as deemed as necessary and appropriate by supervisor
- Willingly step up to take on new responsibilities or to help a co-worker complete a task
- Work collaboratively with fellow employees and others to achieve identified goals and objectives
- Communicate effectively, both verbal and in writing. Share information and demonstrate ability to listen openly and empathetically to others
- Contribute to a positive work environment by treating others with fairness and respect





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- Support the relationship between our organization and the community by demonstrating respectful, courteous, and cooperative behavior when interacting with Participants, visitors, and other employees
 - Comply with organization policies and procedures
 - Contribute to fulfilling the organization's mission, vision, and core values by implementing them into daily practice
 - Knowledge of the principles of health Insurance Portability and Accountability Act of 1996 (HIPPA); Privacy and Security Rules and other Federal and State laws regarding confidentiality and storage of health information
 - Actively look for ways to help people
 - Adjust actions in relation to other's actions
 - Effective time management; assess and prioritize tasks and work within deadlines to complete tasks
 - Repetitive finger movements for entering data into computer

Requirements

- 3-5 years' experience related to general maintenance
- Physically capable of lifting 50 pounds
- Strong understanding of general maintenance processes and methods
- Working knowledge of tools, common appliances, and devices
- Excellent manual dexterity and problem solving skills
- Excellent time management skills
- Requires critical thinking skills, decisive judgement, and the ability to work with minimal supervision
- Interpersonal skills to interact with employees and participants in a pleasant manner
- Must be able to work in a stressful environment and take appropriate action
- Must have valid Driver's license, acceptable driving record, and deemed insurable.

Benefits

- Simple IRA
- IRA Matching
- Full range of benefits available with full-time status





Schedule

- Typically, Monday to Friday.

Work Remotely

- No

Physical Demands

Physical demands described are representative of those that must be routinely met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Ability to lift up to 50 pounds.
- Ability to perform job responsibilities in facilities with multiple levels and without elevator or mechanical transportation.
- Operates a computer and keyboard/repetitive finger movement
- Ability to operate hand and power tools and cleaning equipment

Working Conditions

Working conditions described are representative of those that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disability to perform the essential duties.

- Smoke-free working environment
- Drug and alcohol-free working environment
- Weapons free working environment
- Adheres to Beach House, Inc.'s policies and procedures
- Acts as a role model inside and outside of the organization
- Performs other duties deemed necessary for the benefit of Beach House, Inc.

Beach House, Inc., dba Leading Families Home, is an equal employment opportunity employer that selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, genetic information, or other protected group status.





This position description is not intended to be a completed list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of Beach House, Inc., dba Leading Families Home, and contractual obligations.

Like most American employers, LFH does not offer employees formal contracts of employment. Rather all employment is “at will,” meaning that either you or the Company may end your employment at any time for any reason.



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