

Facilities Maintenance Technician

Department: Maintenance | Reports to: Operations Manager

Wage: \$18.92 hourly (full time)

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and exclusively provide transitional services to offenders re-entering society from incarceration and for probation clients serving sanctions for violations of their supervised release. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result protecting the community.

Our Position:

We are seeking an individual with a passion for providing high quality service in a residential setting to fill a **full time Facilities Maintenance Technician** position. The Maintenance Technician at the Northwest Regional Re-Entry Center (NWRRC) provides a variety of services involving the maintenance and upkeep of the NWRRC facility, grounds, offices, and residential areas. A "Jack of All Trades," this position reports to the Operations Manager and is at times a handyman, carpenter, janitor, and requires familiarity with maintenance and upkeep of basic commercial buildings, structures, and equipment, including utilities.

Correctional facilities by nature can be stressful. Working in close proximity to individuals exhibiting a range of behaviors and personality traits may be problematic for someone even if they are normally even-tempered and emotionally mature. The position frequently works in close proximity to correctional residents, and must be aware of maintaining professional boundaries in all interactions

Your Responsibilities:

- Perform work in the repair, adjustment, and maintenance of residential and commercial building systems, including plumbing, heating & cooling equipment, electrical appliances & light fixtures, and security systems
- Perform carpentry tasks, repair furniture and doors, and minor remodeling
- Perform regularly scheduled maintenance of building systems; change filters and belts
- Operate a variety of tools and power equipment used in maintenance shop repair work
- Make routine checks and inspections of equipment, report problems to management
- Maintain records of all repair and maintenance activities, parts used, supplies needed, and related inventory items
- Paint interior and exterior building surfaces
- Assist with the coordination of contractors and vendors in the performance of routine maintenance, repairs, and inspections
- Maintains outside campus, including lawn care, fencing and signage
- Perform related duties as assigned by the Maintenance Manager or other management personnel.

The Qualifications:

Knowledge of methods, tools, and materials used in basic residential and commercial building maintenance and repair. Knowledge of basic plumbing installation and repair, general carpentry work, and safety and accident prevention practices. Skilled in the use of tools and power equipment. Ability to lift and carry at least 50 pounds. Must be able to communicate effectively with management, contractors, coworkers, residents, and the public.

- 18 years of age or older

- Must be available to work any hours, any shift, any day, and be available on short notice
- Must be willing to participate in our pre-employment screening process, including but not limited to a Federal background check and drug screening following Federal law

The Perks:

We pride ourselves on offering great perks to our full-time staff. Here are some highlights on what we can offer you:

- Industry competitive wages with the potential for generous merit-based increases and cost-of-living adjustments
- A supportive environment where growth is promoted
- Generous time off; you will receive annual PTO and accrue additional vacation time each pay period
- Employer-funded SEP-IRA retirement plan (after 1 year); we contribute a percentage of your gross wages quarterly
- Employer-paid medical and dental insurance
- Tuition assistance, fitness center subsidy, and a free daily meal

How to Apply:

For consideration, submit a current resume and letter of interest to the email on our employment page.