



## Maintenance Technician

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 150-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. 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 Maintenance Technician** position. The Maintenance Technician provides a variety of services involving the maintenance and upkeep of the NWRRC facility, grounds, offices, and residential areas. A “Jack of All Trades,” and is at times a handyman, carpenter, janitor, plumber and requires familiarity with maintenance and upkeep of basic commercial buildings, structures, and equipment, including utilities.

### Sample of 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 Operations Manager or other management personnel.

### 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.

- **Schedule:** Must be available to meet the demands of a 24/7 facility; however, a general schedule can be anticipated as day shift hours, Monday through Friday

- **Background:** All of our staff must pass a state and federal background investigation, as well as a pre-employment drug test. Under our federal contract, testing positive for marijuana/THC is a disqualifier. This positive requires a valid Driver's License and acceptable driving record.
- **COVID-19 Vaccination:** For the ongoing safety of our staff, residents and public, all staff are required to be fully vaccinated against COVID-19. Proof of vaccination is required upon hire.

### **Perks:**

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- **Time off:** Staff receive 18 days of PTO and vacation annually (that's 3.6 weeks!), half front-loaded and half accrued. Staff also accrue 12 days of sick time annually. We also provide paid time off for bereavement and jury duty. NWRRC has 6 paid holidays.
- **Healthcare:** We pay 100% of the medical, vision and dental premiums for our staff. That's a value of up to \$673 monthly. Insurance begins the first of the month following date of hire.
- **Retirement:** We have an employer-funded SEP-IRA retirement plan. You are eligible after 1 year and we will contribute 7% on a quarterly basis.
- **Tuition assistance:** After 6 months, we will pay up to 50% of your tuition cost for a degree or certificate in a related field of study.
- **Fitness:** We will pay you up to \$50 monthly for exercising/going to the gym.
- **Free meal:** If you work over meal service, you can eat for free here. The food is delicious!

### **How to Apply**

For consideration, submit a resume and cover letter to Jessica, HR Specialist, at [jessicad@nw-rrc.org](mailto:jessicad@nw-rrc.org). Thank you for your interest in joining our team!