



JOB TITLE:	SECURITY/MAINTENANCE TECHNICIAN		
PROGRAM:	Labateyah Youth Home	FLSA STATUS:	Non-Exempt
LOCATION:	9010 13 th Ave NW, Seattle, WA 98117	WORK SCHEDULE:	24 hours per week
REPORTS TO:	Labateyah Youth Home Director	PAY RANGE:	\$15.00 per hour

JOB PURPOSE: As a member of the Facilities team, the Security and Maintenance Technician performs all related duties to assure that assigned facility is clean and well maintained, inviting, appealing and free of health and safety hazards. The Maintenance Technician is responsible for performing routine maintenance for the assigned facility to meet established objectives and reports to the Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general carpentry, which includes window and door repair, sheet rocking, taping and finishing, scrape, sand and paint or varnish.
- Troubleshoot electrical problems and perform minor electrical repairs that do not require an electrician. Repair appliances, fixtures, fans and motors.
- Test fire alarms, sprinklers, and other safety equipment.
- Perform minor plumbing repairs that do not require a licensed plumber. Change and repair fixtures and toilets, repair and unplug drains.
- Clean apartments and make any necessary repairs for new residents (Youth Home).
- Perform general landscaping upkeep.
- Conduct hourly rounds of facility to detect signs of intrusion and ensure security of doors, windows, Emergency exits and gates.

MINOR DUTIES AND RESPONSIBILITIES

- Collect & monitor and dispose of waste and recycling; ensuring areas are clean and well maintained.
- Sweep sidewalks, exterior stairs, and parking lots as needed. Perform snow removal as needed, including, shoveling, sanding/rock salting, etc.
- Check and clean outdoor equipment, benches, tables, fences, etc. Note any needed repairs and take action to correct.
- Perform weekly schedule of cleaning, including offices, meeting spaces, washrooms, and common areas of assigned facility.
- Daily cleaning: including empty trash from common areas, offices, meeting rooms and grounds.

WORK REQUIREMENTS

- Ensures compliance with established policies including, but not limited to, meals, rest breaks
- 18 years or older

- Pass a basic background check
- Able to lift and carry 50 pounds
- Possess a valid Washington State Drivers license

REQUIRED QUALIFICATIONS:

- High School Diploma or GED
- Minimum 3 years’ experience in building maintenance or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- At least one year of experience and demonstrated knowledge of Washington State regulations related to maintenance, repair, and safety of commercial and residential facilities
- Demonstrated experience and comprehension of methods, procedures, equipment, materials and supplies related to the maintenance and repair of commercial and residential facilities.

WORK SCHEDULE:

- **3 days per week Schedule (may be required to work additional hours)**

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions.

<p>JOB POSTING DATE: 02/20/19 CLOSING DATE: When Filled.</p>	<p>APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: \$25 per hour/non-exempt Commensurate with experience and qualifications; plus, excellent benefit package provided, after 90 days.</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: COMPLETED APPLICATION</p>