



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

MAINTENANCE TECHNICIAN

Department: Building Services

Reports to: Maintenance Manager

FLSA Status: Non- Exempt

Work Status: Full time

About the Organization

The mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. [Learn more about MJF.](#)

Summary/Objective

The Maintenance Technician proactively keeps the MJF buildings and grounds well maintained, clean, safe and in top condition

Schedule

Monday – Friday multiple locations

- Available off hours for special events and emergencies.

Duties and Responsibilities:

- Understand and follows building opening procedures
- Conduct routine maintenance and repair: duties may include but are not limited to:
 - Routine monitoring of all mechanical systems and operations verified
 - Perform routine preventive maintenance tasks as required, but not limited to the following: drain cleaning, inspect drives, motors, and belts, check fluid levels, replace filters, and follows checklists
 - Diagnosis and repair of equipment as required
- Meeting set-up and tear-down: prepare meeting rooms based on set-up requests; clean up and return to normal status after meetings are concluded
- Incidents: clean-up of museum and MJF incidentals (if needed before cleaning crew arrive)
- Communicates all issues regarding maintenance, cleaning, etc. to maintenance manager
- Responsible for the safety and physical condition of the MJF owned properties.
- Assists in obtaining quotes and arranging for services of outside vendors as needed.
- Other tasks as directed by the Director of Security and Community Properties or Maintenance Manager.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience

- General understanding of building mechanical, electrical and plumbing systems

- General understanding of HVAC repair, CCURE, I-View and computerized program operations.
- Familiarity with Outlook email and calendar
- Candidate must have a valid driver's license

Required Skills/Abilities

- Ability to repair basic plumbing and electrical components
- Ability to meet the challenge of deadlines and prioritize workload
- Willingness to work proactively – a self-starter and can-do attitude
- Ability to work independently, yet embracing a team environment
- Pleasant, cheerful personality with good interpersonal skills
- Highly dependable, organized and punctual
- Excellent planning and communication skills

Work Environment & Physical Demands

This position operates in a variety of working conditions including inside and outside work environments, at multiple locations. This is an active role, requiring excellent mobility, vision and dexterity. Individuals may be required to:

- Sit or stand for extended periods of time
- Reach above shoulder heights, below waist or lift as required to complete the job responsibilities
- Proper lifting techniques, ability to read computer screens and the ability to follow written and verbal instructions are required
- Must be able to lift 75 – 100 pounds. Raising objects from lower to a higher position or moving objects horizontally from position to position. This requirement occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Must be able to balance, climb, crouch, grasp, kneel, pull, push, reach, stand and stoop adequately to perform the essential functions of the job.
- Must be able to hear, smell, feel and speak adequately to perform the essential functions of the job.
- Must be able to work inside and outside with exposure to outdoor weather conditions.
- Must be able and willing to climb ladders and regularly work at heights of 6 feet or more.

Benefits

Milwaukee Jewish Federation offers a comprehensive benefit package including paid vacation and personal days; medical, dental and vision insurance; health savings and flexible spending accounts; short- and long-term disability insurance; life insurance; and 401K retirement savings plan.