



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

FACILITIES MAINTENANCE TECHNICIAN

Department: Building Services

Reports to: Maintenance Manager

FLSA Status: Non- Exempt

Work Status: Full time

Starting Salary: \$18-22/hour

About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation 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 the Milwaukee Jewish Federation at <https://www.milwaukeejewish.org/>.

Summary/Objective

The Facilities Maintenance Technicians are responsible for proactively keeping the MJF buildings and grounds (office buildings, museum, community center, preschool/daycare and K-8 schools) well maintained, clean, safe and in top condition.

Schedule

Monday-Friday, 8-hour shift with flexible start and end times (between 5 am-7 pm). Must be available outside of regular hours for special events and emergencies.

Duties and Responsibilities

- Understand and follow building opening and closing 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)
- Communicate all issues regarding maintenance, cleaning, etc. to Maintenance Manager
- Responsible for the safety and physical condition of MJF properties, acting as the first contact for the Security Company and handle off hour calls
- Assist 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 Experience & Skills

- Must have a valid driver's license and reliable access to an insured vehicle
- General understanding of building mechanical, electrical and plumbing systems required; HVAC repair, CCURE, I-View and computerized program operations preferred
- 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
- Familiarity with Outlook email and calendar systems

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; 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.
- Ability to read computer screens and the ability to follow written and verbal instructions are required.

Benefits

This position is eligible for 10 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.