



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

FACILITYIES MAINTENANCE TECHNICIAN

Department: Facilities

Reports to: Maintenance Manager

FLSA Status: Non- Exempt

Work Status: Full time

Pay Range: \$16-20/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 Team is 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 shifts with flexible start and end times (between 5 am-10 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:
 - Perform routine preventive maintenance tasks as required, such as drain cleaning, inspect drives, motors, and belts, check fluid levels, replace filters, and follows checklists
 - Read blueprints and electrical plans
 - Replace ballast and other minor electrical repairs
 - Change bearing assembly, replacing or repairing pumps
 - Perform preventive maintenance on HVAC equipment
 - Routine monitoring of all mechanical systems and operations verified
 - 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
- Communicate issues and workload to cleaning crew

- Other tasks as directed by the VP of Security and Facility Operations or Maintenance Manager

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., changes in personnel, workload, or technological developments).

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

- General understanding of building mechanical, electrical and plumbing systems required; HVAC repair, CCURE, I-Vue 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 – taking initiative to improve the appearance and condition of MJF properties
- 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
- Use 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.
- Must be able to read computer screens and follow written and verbal instructions.

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.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities 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.