



## **Maintenance Technician**

### **Who We Are:**

The Price Center, founded in 1977, is a non-profit human service organization in Newton Highlands. We are a values based and team focused organization offering residential services, employment supports and day habilitation programs. Our mission is to support and enhance the lives of individuals by encouraging personal growth and active participation in the community, and respecting individual preferences and diversity. For more information on The Price Center, please go to our website at: <http://www.thepricecenter.org>

### **Summary:**

The Maintenance Technician is responsible for overseeing the safety, security, maintenance, repair and care of the building and residential homes. The Maintenance Technician works collaboratively with staff to manage the maintenance of the facilities. The Maintenance Technician is responsible for ongoing and preventative maintenance of all of the main building and residential homes.

**Why choose the Price Center?** We are committed to you! We offer great training, great benefits, career growth and job security!

### **Duties/Responsibilities:**

- Responsible for the overall mechanical performance, maintenance, and appearance of the buildings, grounds, and residential homes.
- Coordinating and administering electrical, plumbing, carpentry, and painting work in the building and residential homes.
- Securing contractor and consultant work for regular maintenance and preparing service agreements as needed. Ensuring that contractors perform work in an efficient and satisfactory manner.
- Working with the state and town to ensure that the building and residential homes are to code and current on any inspection that may be necessary.
- Serving as an "on call" which includes answering work related phone calls, troubleshooting any problems that arise, and/or being in the building and residential homes to handle emergency situations.
- Be available after hours and weekends for emergencies.
- Assisting emergency officials in navigating the building, taking all necessary safety precautions.
- Other responsibilities as agreed upon with the management.

### **Qualifications:**

- Minimum of 3 years' experience in construction and facility maintenance.
- Ability to manage electrical, plumbing, carpentry, and painting work in the building and residential homes.

- Knowledge of safety maintenance of buildings and homes, building security, HVAC systems, and building codes.
- Working collaboratively with other staff, clients, and contractors.
- Creating and managing a maintenance budget.
- Using computers and software - especially Microsoft Office programs, Word, Excel and Google docs.

**Hours:**

10-20 hours per week

**To apply:**

Please email resume and cover letter or fax to (617) 244-0069.

**Keywords:**

construction, maintenance, handy man, facilities, building codes