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## Maintenance Technician

### JOB DESCRIPTION

**Since 1975, Shelter Youth and Family Services** has been a leader in Chicagoland for providing emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing, transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year.

Shelter Youth and Family Services is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities. We actively strive to create an environment that supports all employees, placing value in contributions from people from diverse backgrounds, and honoring all experiences, perspectives, and unique identities. Our mission is to protect children, strengthen families, and transform communities. Joining us in this role will give you a chance to help fulfill that mission and help the community. Shelter Youth and Family Services is a smoke-free and drug-free workplace.

### POSITION OVERVIEW

To perform facility preventative maintenance and repairs as necessary, complete facility maintenance requests, plan and complete minor construction, assist and recommend purchases of supplies and equipment. Assist with scheduling and communicating with outside contractors, as required. The maintenance technician will be responsible for the general upkeep, repair, and maintenance of residential facilities, ensuring a safe, clean, and functional living environment for residents.

### SPECIFIC DUTIES

- Perform routine inspections of residential facilities to identify maintenance needs.
- Conduct repairs on electrical, plumbing, HVAC, and structural components.
- Perform preventive maintenance on building systems and equipment.
- Assist with structural upkeep to include painting, drywall repair, appliance installation/repair, furniture assembly, carpentry repair, lightbulb replacement, general repairs, etc.
- Ensure compliance with safety regulations and building codes.

- Maintain accurate records of maintenance activities, supply inventory, contractor information, receipts, and warranties.
- Complete maintenance requests in a timely and efficient manner.
- Advise Supervisor when outside contracting assistance is required.
- Coordinate with external vendors and contractors for quotes, scheduling, and follow ups as needed.
- Notify Supervisor of potentially dangerous or hazardous equipment, systems, or building problems.
- Uphold a high standard of cleanliness and functionality in all assigned properties.
- Maintain confidentiality of clients and facility addresses.
- Serve as a committee member of the Environmental Improvement Team.

## **ACCOUNTABILITY**

Maintenance Technician shall be supervised and directly accountable to the Residential Director.

## **JOB QUALIFICATIONS**

- High school diploma or equivalent; technical certification or trade school training preferred.
- Proven experience in minor repairs to buildings, facilities, service equipment, and other related equipment.
- Proficiency in basic electrical, plumbing, carpentry, and HVAC repairs.
- Knowledge and ability to properly use hand tools, power tools, and other equipment essential to the job function.
- Ability to troubleshoot and solve maintenance issues efficiently.
- Ability to organize tasks and work independently to include good reasoning and troubleshooting skills.
- Must have a valid driver's license, an automobile, and adequate automobile insurance.
- Must complete a Medical and T.B. test providing proof of results.
- Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
- Must submit official educational transcripts from the last school in which a degree was awarded.
- Ability to respond on an emergency basis.

## **PHYSICAL REQUIREMENTS**

- Ability to lift up to 50 lbs. and perform physically demanding tasks.
- Comfortable working in a variety of indoor and outdoor conditions.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

## **BENEFITS**

Shelter Youth and Family Services offers a comprehensive benefit plan for full-time employees including paid time off, medical, dental, vision coverage, life insurance, disability and a retirement plan. All employees, including part-timers, can participate in the retirement plan, employee discounts, employee assistance, employee training, and employee referral programs.

## **CLASSIFICATION STATUS**

This is an exempt position.

## **SALARY**

\$50,000

*If you are passionate about making a difference in the lives of children and adolescents while ensuring their living environment is safe and well-maintained, we invite you to apply today to join our dedicated team at Shelter Youth and Family Services.*

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**ABOUT SHELTER** Since 1975, Shelter has been a leader in Chicagoland for providing the emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing, transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year. Shelter is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities.

### **SEND APPLICATION BY MAIL, FAX OR EMAIL**

1616 N. Arlington Heights Road, Arlington Heights, IL 60004

FAX: 847.590.6184 • Email: [HR@shelter-inc.org](mailto:HR@shelter-inc.org)

Application in [PDF format](#) • Application in [Microsoft Word format](#)

