

# RONALD McDONALD HOUSE OF CHARLOTTE

## Job Description



<b>Job Title:</b> Facilities and Maintenance Technician		
<b>Reports To:</b> Director of Programs & Operations		
<b>Job Status:</b>	Full Time ___ Part Time <input checked="" type="checkbox"/> Contractor ___ Intern ___	Hours: <u>20</u> / week ___ Exempt <input checked="" type="checkbox"/> Nonexempt <i>Four days per week/Five hours per day</i>
<b>Job Purpose:</b> Responsible for ensuring that the interior and exterior of the RMH of Charlotte is well maintained, comfortable, safe, and orderly on a day-to-day and ongoing basis. Liaison between RMH of Charlotte and outside vendors.		
<b>Responsibilities:</b>		
<ul style="list-style-type: none"> <li>• Routinely inspect facility and grounds to ensure property is maintained and in good condition.</li> <li>• Develop and execute maintenance plan for repairs, inspections, routine services, etc. Perform preventative maintenance tasks or arrange for appropriate vendor as needed.</li> <li>• Serve as liaison to vendors and contractors related to maintenance and service repairs.</li> <li>• Maintain records and files for: vendors, maintenance services, warranties, appliance manuals, property drawings and other related documents.</li> <li>• Coordinate maintenance and special projects with the Group Volunteer Coordinator.</li> <li>• Storage Room 1 – place online coke/water order every other week, stock vending machine.</li> <li>• Maintain Storage Room 3 to ensure room it is restocked, clean and organized with supplies as necessary. If any items are needed inform the Director of Programs &amp; Operations.</li> <li>• Storage Room 4 – Order coffee and maintain inventory of coffee paper products.</li> <li>• Inform Associate Director, Marketing &amp; Communications of suggested Wish List items every Wednesday.</li> <li>• Assist guest families and volunteers in the correct operation of appliances such as washers, dryers, microwave ovens, coffee makers, phones, TVs, VCR etc.</li> <li>• Make general maintenance repairs and respond to requests and perform repairs in a timely manner and communicate status of maintenance issues to staff via Lusher (Family Registry)</li> <li>• Work with the Executive Assistant to prepare the Media Room for incoming groups with requested tables &amp; chairs for each meeting,</li> <li>• Responsible for picking up supplies or items needed for repair or maintenance projects throughout the facility.</li> <li>• Responsible for the RMH van and car: filling up with gas, oil changes, recommended maintenance, and annual inspections.</li> <li>• Power equipment maintenance. (floor scrubber, vacuum cleaner bags, leaf blowers)</li> <li>• Available for emergency maintenance assistance during off hours when necessary.</li> <li>• Manage excess donations that can be redistributed to other organizations.</li> <li>• Manage the Pop Tab program donation logistics.</li> <li>• Build a small group of maintenance volunteers to manage and assist this position. Work with the Volunteer Services Manager for recruitment of volunteers.</li> <li>• Fish Tank maintenance in-between servicing from outside vendor.</li> <li>• Deep clean outside grills and ensure that two extra propane tanks are available.</li> </ul>		

**Education & Experience:**

- 2-4 years of related facilities, maintenance, and vendor relations experience.
- Computer skills including Excel, Word, and related computer applications.

**Key Competencies:**

- General maintenance knowledge.
- Ability to handle multiple tasks and maintain multiple filing systems.
- Strong skills in negotiation, problem solving, and researching information. Strong organizational skills.

**Leadership/Management Responsibilities:**

- None

Employee:

Date:

Director:

Date:

**NOTE:** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position as needed.