



<b>Job title</b>	<i>Building and Grounds Technician</i>
<b>Reports to</b>	<i>Director of Facilities and Logistics</i>
<b>Fair Labor Standards Status</b>	<i>Non-exempt</i>

**Job purpose**

The Building and Grounds Technician is responsible for the general repair and maintenance at Penfield Children's Center. The Facilities Technician will report to the Director of Facilities and Logistics.

**Working relationships**

- Agency Staff
- Teachers
- Families
- Volunteers
- Community professionals
- Children
- General public

**Prime functions**

*Responsible for the general repair and maintenance of Penfield buildings, equipment and grounds:*

- Minor equipment maintenance to building systems or furniture.
- Minor plumbing repairs, including; faucet repair and replacement.
- Daily grounds maintenance, including; tree and bush trimming and trash collection.
- Maintenance and repair of seasonal grounds equipment.
- Coordinate with and assist outside contractors and volunteers as necessary.
- General interior painting and surface preparation.
- Clearing sidewalks of snow and ice and salting, when necessary.
- Other duties as assigned.

*Assist Custodian with receiving and distributing parcels as they arrive via various shipping vendors:*

- Assemble items, as required and arrange for storage when needed
- Maintain supply inventory and occasionally assist with shopping.

*Assist the agency as needed:*

- Assist Security Department on occasion.
- Assist with the Penfield Montessori Academy building as needed
- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity

**Qualifications**

- Minimum of three years experience in a technical capacity maintaining building and/or equipment.
- Thorough knowledge of repair and maintenance of buildings

- Familiarity and ability to use a variety of power and hand tools.
- Strong attention to safety requirements and PPE
- Knowledge and ability of painting with a variety of paints.
- Ability to read equipment and instruction and assembly manuals.
- Ability to lift up to 50 lbs on a daily basis
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan
- Ability to pass a background check
- Valid Driver's License and current auto insurance

**Performance criteria**

- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.
- Quality Improvements through Data Analytics, implement electronic client records system

Both Penfield Children's Center and Penfield Montessori Academy are Equal Opportunity Employers.