



The New England Center for Children®

Autism Education and Research

MAINTENANCE TECHNICIAN

Overall Responsibility

Under the direct supervision of the Director of Facilities, the Maintenance Technician is responsible for the maintenance, cleanliness, and care of the buildings, building equipment and grounds, kitchen equipment, laundry equipment and services. Generally, the Maintenance Technician is responsible for assisting the Director of Facilities toward furthering the maintenance department's goals of providing a safe, clean, functioning, and pleasant environment.

Essential Duties and Responsibilities

- **Maintenance and care of buildings, building equipment and grounds**
 - Directly performs custodial duties assuring the cleanliness of buildings and grounds, according to schedule or as directed under special conditions.
 - Performs direct maintenance and repair work of all buildings, building equipment and grounds as scheduled or as directed under special conditions.
 - Read and interpret equipment manuals and work orders to perform required maintenance and service.
 - Diagnose problems, replace or repair parts, and test and make adjustments.
 - Perform a variety of plumbing maintenance and carpentry functions.
 - Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
 - Detect faulty operations, defective material and report to appropriate personnel.
 - Comply with safety regulations and maintain clean and orderly work areas.

- **Provides laundry services and maintains laundry equipment**
 - Processes laundry as scheduled or if required.
 - Repairs laundry machinery within scope of ability and available time.

- **Physical**
 - Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times.

- **General**
 - Assists with the security of buildings, equipment, and inventory
 - Assists with the forecasting and identification of maintenance problems
 - Drives between the central facility, residential homes and to other related facilities (including satellite parking) as needed.
 - Operate household appliances and school equipment
 - Implementation of all safety and emergency procedures.
 - Must share responsibilities of beeper with other maintenance employees, for emergency service calls, at night and weekends
 - Other tasks as assigned by the Director of Facilities

Qualifications

- High school diploma or equivalent
- Completion of a craft apprenticeship or an equivalent number of years of education and maintenance experience
- Associate's degree in mechanical, electrical or industrial maintenance a plus
- Valid driver's license

7a-3p, full benefits, 2 weeks' vacation and paid holidays, beeper coverages 6-7 weeks a year, hourly wage \$14.82-16.50/hour

To apply please send resume to jobs@necc.org