

9.7.21

Maintenance Technician

About God's Love We Deliver

For people living with severe illness in the New York City metropolitan area, God's Love We Deliver provides nutrition therapy, and cooks and home delivers medically tailored meals. We are a non-sectarian organization. All of our services are provided free to clients and full of love.

About the Role

The Maintenance Technician conducts plumbing (e.g., fix minor leaks), electrical (e.g., replacement of ballasts, light fixtures and outlets), locks and security systems, and mechanical preventative and maintenance work (e.g., inspect belts, check fluid levels, replace filters). The Maintenance Technician collaborates with external vendors to expedite repair and maintenance projects. The Maintenance Technician also backs up our staff Porters as required to perform custodial and cleaning services as needed. The Maintenance Technician actively supports our Facilities mission of maintaining a clean, safe, and productive work environment, focusing on preventive maintenance. While work hours are typically 7 -8 hours per day Monday through Friday, the Maintenance Specialist must also be available to work off-shift hours as necessary, including on evenings and weekends. If you're looking to join a team of dedicated professionals making an impact across the NY metro area, this is the place for you!

Essential Duties and Responsibilities

- Conducts daily rounds to inspect the building, physical facilities, and systems. Detects malfunctions and identifies needed repairs.
- Makes repairs such as fixing leaky pipes, painting offices, patching drywall and fitting locks, using appropriate tools
- Maintains continuity of work operations by documenting and communicating actions, irregularities and continuing maintenance needs through appropriate channels. Documents actions by completing forms, logs and work orders.
- Collaborates with external vendors, helping to schedule maintenance calls, effectively communicating with them about work requirements, and accompanying onsite vendors performing work in the building.
- Organizes, maintains and tracks custodial supply inventories.
- Responsible for building exterior upkeep, including loading dock.
- Oversees and performs seasonal weather response, including but not limited to snow removal, which may entail overtime and/or work during evenings and weekends.
- Backs up Porter duties as needed, performing daily cleaning services throughout the building, include restrooms, pantries, lobby and work areas.

About You:

You are highly self-motivated and energetic. You thrive in a fast-paced and team-oriented environment requiring physically demanding work. You prioritize attention to detail and working efficiently and with a sense of urgency. You understand the importance of continuous communication.

In addition, you meet the following requirements:

- High School Diploma or Equivalent
- Minimum of four years of experience performing maintenance work (plumbing, electrical, mechanical, locks and security, painting and carpentry)
- Demonstrated experience with fixing and maintaining electrical, plumbing, heating and ventilation systems
- Good mechanical aptitude and manual dexterity
- Able to tolerate extreme temperatures (hot and cold)

- Able to stand for several hours and lift and move up to 100 pounds unassisted
- Able to communicate effectively orally and in writing
- Able to follow instructions and to work independently with supervision
- Able to work some evenings and weekends as needed

For this role, we prefer:

- Applicants with certificates and/or degrees from accredited technical training institutes
- Applicants certified in fire safety, standpipe & sprinkler systems
- Applicants with experience repairing Kitchen appliances (gas stoves, vents, refrigeration and freezer)

Interested in Applying for this Role?