



## **Position: Maintenance Technician**

Employment Status: Part Time, (32 hours)

Reports to: Business Administrator

Updated 2/2021

**Organizational Background:** Banyan Community is a Christian Community Development Organization rooted in the Phillips Neighborhood of South Minneapolis to transform lives by **Developing Youth** (after school and summer support for youth K-College), **Strengthening Families** (connecting families to resources and setting goals) and **Creating Community** (developing the Lighthouse Network Block clubs). We are celebrating our first twenty years as a community anchor in our neighborhood. Working together as a community, over half of our employees are diverse members of our community and are bilingual. Banyan continues our growth as we increase the number of youth, families and community members that join our thriving neighborhood vision each year. We hope you will join us!

**Summary of Duties:** The Maintenance Technician plays a key role in the day-to-day operations of Banyan Community including but not limited to general maintenance of the building, grounds, and other property in order to promote safety, security, longevity, efficacy, and cleanliness. The Maintenance Technician also assists in the coordination of room reservations and ensures COVID sanitation procedures are being followed.

### **Position Duties and Responsibilities**

- Works with Business Administrator to implement long-term and short-term maintenance and repair projects for ongoing preservation, repair and/or restoration of building structures and systems.
- Works with reception team to maintain operation supply inventories.
- Regularly monitors condition of interior and exterior building, landscape, and grounds to identify areas requiring preventive and immediate repair, as well as ensure safety of staff and visitors.
- Assists in maintaining the security of the building.
- Coordinates onsite preventative maintenance and or repairs with vendors and/or contractors.
- Assists in maintaining building security by monitoring building and grounds regularly.
- Works in coordination with Reception team on scheduling and set up of rooms.
- Takes the lead on cleanup of onsite meeting spaces, events, and gatherings.
- Maintains vehicle fleet and all motorized equipment.
- Other duties as assigned.

### **Qualifications**

- High School diploma or GED, preferred
- Valid driver's license
- Ability to read and interpret equipment manuals
- Ability to use hand and power tools, snow plows, and lawn maintenance equipment
- 3-4 years maintenance and custodial experience, construction trades preferred
- Excellent communication and customer service skills (interpersonal, verbal and written)
- Computer knowledge (Outlook, Gmail, Google Calendar, Excel)
- Lifting and loading ability, weight to vary, 50 to 100 pounds
- Bi-lingual English-Spanish, preferred
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### **Compensation TBD**

This is a part time hourly position and is anticipated to work an average of 20-28 hours per week. Hourly wage based on experience. Flexible schedule. Banyan offers paid personal and vacation time. Banyan Community is an Equal Opportunity Employer.