Facilities Maintenance Technician

Description
Our organization is currently in search of a highly skilled and experienced facilities and maintenance professional to join our team. The ideal candidate will possess a strong background in managing and maintaining various building systems, such as HVAC, plumbing, electrical, and mechanical systems. The candidate will be responsible for performing routine maintenance tasks, addressing issues before they become major problems, and ensuring all building systems are functioning optimally. This is a critical role within our organization, and we require someone who is reliable, detail-oriented, and committed to providing exceptional customer service. If you have a passion for facilities and maintenance and a proven track record of success in this field, we would want to hear from you! As a Facilities Maintenance Technician staff member, daily tasks will include general cleaning, building repairs, gallery support, and maintaining overall upkeep throughout the facility.

FLSA Classification:
Full-time (Non-exempt)

Compensation Range:
$18.46 to $23.55 per hour

Hours:
Monday through Friday, 9 am – 5:30 pm. Some weekends may be required

Reports to:
Office Manager

Responsibilities
Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Assist and support the maintenance of SPARC building, inside and outside, including trash removal, cleaning, and expendable replacement
- Repair spaces directed by the CEO/Artistic Director and/or Office Manager
- Maintain all storage spaces in a pristine and organized manner.
- Inspect all facility spaces daily to perform routine maintenance and identify any issues
- Monitor heating, maintaining a good working temperature for all offices in the building
- Remove all garbage from the building, maintain a recycling center for cans and other recyclables,
- Maintain a site for hazardous disposables: paint, solvents and take to the proper site for disposable
- Wash down front steps and peripheral of building as needed with the total static pressure water blasting equipment
- Make certain all toilets and kitchens have paper towels and tissue paper
- Clean sinks floors, and common areas daily (clean DML first so that it is done before DML staff arrive to work
• Check for light outages or other malfunctioning fixtures in the building
• Review all of the building daily to be certain there is no leakage or ground seepage
• Maintain the SPARC truck: oil, water, clean, tires, keep written records of oil changes, and other problems with the truck on a clipboard in the truck for anyone’s usage
• Monitor that the lights are operable in the DML and that garbage is removed daily
• Check for mice and other vermin
• Check any banners hanging from the building to make sure they are not sagging, vandalized, or crooked and are secured to the building
• Call security for unhoused individuals
• Perform routine cleaning tasks and garden upkeep as scheduled and directed by SPARC Operations
• Maintain inventory of cleaning and sanitation products
• Provide support on-site in gallery installations and art installations, including murals and public art projects
• Be available and provide support for special events onsite
• When necessary clean and sanitize spaces
• Perform building repairs and painting as needed
• Inspect, troubleshoot, and install appliances and equipment as needed
• Adhere to the organization safety policies to create a safe work environment for everyone
• Ensure that the organizations utility vehicle is cleaned, organized, fueled, and functioning properly
• Maintain inventory of mural protection supplies
• As part of the weekly cleaning routine, the building’s floors will be mopped, windows will be cleaned, any broken panes will be repaired, air fresheners in bathrooms will be changed, desk countertops and moldings will be dusted, and carpets will be vacuumed.
• Perform various monthly tasks including checking the roof for drainage clearance, shampooing rugs, applying insecticide to prevent ants and roaches, inspecting sprinkler systems, replacing plants upon request, and trimming back blooming flowers as needed.
• Perform other maintenance duties as requested

Qualifications

Competencies
• **Attention to detail:** The ability to pay close attention to detail is critical for a Facilities Maintenance Technician. This includes being able to identify and address any potential issues or problems before they become major concerns.
• **Communication:** Effective communication is key to success in any job, but it is especially important for a Facilities Maintenance Technician. The candidate must be able to communicate effectively with team members, vendors, and other stakeholders to ensure that everyone is on the same page.
• **Customer service:** Facilities Maintenance Technician must be able to provide excellent customer service to all staff, visitors, tenants, vendors, and stakeholders. This includes being responsive, proactive, and professional at all times.
• **Problem-solving:** Facilities Maintenance Technician must be able to think critically and creatively to solve problems as they arise. This includes being able to identify the root cause of issues and develop effective solutions to prevent them from happening again in the future.
• **Time management:** Facilities Maintenance Technician must be able to manage their time effectively to ensure that all tasks are completed on time and to a high standard. This includes being able to prioritize tasks, manage competing priorities, and work efficiently.

Work environment: The job requires the employee to work in various physical environments, both indoors and outdoors, which may be hot, cold, wet, humid, or...
dry. Chemicals, commercial products such as oil and cleaning solvents, and personal protective equipment (such as eyewear, safety shoes, and hard hats) are often used to prevent exposure to hazardous materials.

Physical Demands: To perform this job successfully, the employee must meet certain physical demands, including frequent lifting, carrying, pushing, and pulling, as well as climbing, stooping, crouching, standing, bending, kneeling, walking, and driving. The employee will also be responsible for lifting and maintaining supplies and equipment and will need to use hand tools such as hammers, drills, ladders, etc. The employee will need to lift weights that range from 10 to 100 pounds or more on a regular basis.

Travel required: Location is based on a percentage of where work time is spent. Indoors: 80%. Travel (local): 20% – job requires some travel to events.

Required Education and Experience
• High School Diploma or equivalent required
• 1 to 5 years of experience preferred
• Experience in maintenance or in a similar position
• Experience working with basic tools, including hand tools and electrical tools
• Familiarity using pressure washers, airless sprayers, and painting equipment
• Experience with basic scaffolding and ladder procedures
• Possess a high standard of safety
• Possess a valid driver’s license, a clean driving record, own a vehicle, and have the ability to operate a utility truck while towing a trailer.
• Engines and Mechanic knowledge a preferred but not required
• Experience with installing artwork is preferred but not required
• Flexible schedule with availability to work some weekends

EEO Statement
SPARC is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance. SPARC has a zero tolerance for discrimination, racism, xenophobia, or misogyny in any form in our workplace. We strive to create a workplace where everyone feels empowered to bring their full, authentic selves to work every day.

Job Benefits
Job Type: Full-time

Salary: $18.46 – $23.55 per hour

Benefits:
• 401(k)
• Dental insurance
• Health insurance
• Paid time off

Experience level:
• 1 year

Schedule:
• 8 hour shift
• Monday to Friday

SPARC Creating Sites of Public Memory Since 1976 — Art | Community | Education | Social Justice
https://sparcinla.org
Contacts
Please submit cover letter and resume to nigrita@sparcinla.org