



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	Facilities Technician	FLSA Status	Non Exempt
Program/Department	Administration	Supervisory Responsibilities	No
Reports To	Building Manager	Approval Date	05/2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>Under limited supervision, the Facilities Technician performs a variety of skilled and semi-skilled work in the oversight and maintenance for all Sunbeam physical facilities to ensure the effective operation of agency facilities. The Facilities Technician should have knowledge of maintenance, grounds keeping and equipment repair.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL FUNCTIONS			
<ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Performs required duties in a manner that demonstrates compliance with Sunbeam's Culturally Competent Practice Policy. • Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair and replacement. Performs building repair and maintenance on facilities as approved by Building Manager. • Conducts scheduled or periodic inspection of all facilities and equipment as part of preventative/remedial maintenance program. Conducts periodic inspections of property to insure HVAC, geo-thermal, electrical, alarm, keypad, locks and plumbing systems are in good working order. Completes all preventative maintenance forms within the time frame they are to be completed in such a manner that maintenance work meets expectations, is cost effective and so that fire and safety inspections are passed according to licensing standards • Assists in maintaining HVAC and geo-thermal system. Replaces filters as scheduled. • Assists in proper maintenance, inspection, and tagging of all fire extinguishers. 			

- Diagnoses equipment failures and performs repairs if qualified to do so
- Assists in providing oversight of work performed by independent contractors doing building repairs.
- Responsible for assigned tasks pertaining to the telephone, pest control, water softener and other building maintenance needs.
- Performs routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
- Assists in providing oversight for janitorial and lawn maintenance, to insure that agency properties are kept sanitary and free of debris so that clients and employees can feel safe and secure in the environment provided by the agency.
- Assists in providing oversight for phone, alarm, camera and thermostat control systems to ensure that all areas are functioning and remain functioning for staff safety, comfort and productivity.
- Performs routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
- Repairs and replaces door knobs or locks, repairs door closures, patches holes in walls.
- Assembles, installs and arranges classroom and office furniture, hangs pictures, moves and sets up tables and chairs as needed.
- Serves as backup to janitorial service in regular and ordinary cleaning of all facilities. (Is responsible for oversight of janitorial service to insure service is performing up to expectations.)
- Perform building repair and maintenance on facilities e.g. caulks windows, and doors, repairs and replaces broken windows, on as needed basis or as requested by the Program Director.
- Responsible for cleanliness of grounds, buildings and waste disposal dumpsters at Sunbeam and Educare Facilities.
- Oversees lawn maintenance to ensure that the grounds are kept free of debris, and playground maintenance to ensure that the equipment is kept in good working order.
- Assists with Health and Safety checklist
- Perform occasional duties such as cleaning and de-icing of walkways.
- Travel to and from Sunbeam locations, as well as picking up supplies and other needed items.

OTHER DUTIES

- Provide support for other duties needed in keeping with our mission, vision and values

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education		High school diploma or GED preferred
Skills and knowledge	<p>Basic plumbing, electrical and painting skills required.</p> <p>Must have general working knowledge of carpentry, masonry, drywall, painting, and building maintenance and repair.</p> <p>Skill in using hand and power tools</p>	

	<p>Knowledge of occupational hazards and safety precautions</p> <p>Skills in following safety practices and recognizing hazards</p> <p>Skill in maintaining effective and satisfactory working relationships with intra-department and inter-department staff.</p> <p>Must have general knowledge of electrical circuits, carpentry and building repair, plumbing and heating/cooling maintenance.</p>	
Abilities	<p>Ability to use computer knowledge to view and adjust HVAC system as needed</p> <p>Ability to follow simple oral and written instructions with ability to read, interpret, and implement information efficiently and effectively.</p> <p>Ability to lead and motivate co-workers to meet and exceed standards. Must be able to read assembly instructions.</p> <p>Must be able to work with a diverse population.</p> <p>Must be able to communicate effectively, both orally and in writing.</p> <p>Must be able to use Electric Power Tools: table saws, drills, sanders, etc.</p> <p>Must be able to use hand Tools: hammers, screwdrivers, chisels, etc.</p> <p>Intermediate knowledge of computer applications, including Outlook, word processing software in a Windows environment and the ability to learn and master other computer technology /software programs as needed.</p>	

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position	
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WORKING CONDITIONS

PHYSICAL DEMANDS

The person in this position must be able to position self to perform maintenance duties around the agency buildings. Must be able to communicate and express oneself, and discuss situations with staff and others in order to perform facilities duties. Must be able to exchange accurate information. Frequently moves equipment, supplies, furniture, deliveries, and other objects weighing up to 100 pounds in and around buildings and across campuses. Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs: positions requires good manual dexterity, coordination and stamina. Occasionally ascends/descends a ladder to perform duties.

WORK ENVIRONMENT

Works in various facilities of the agency. Must be able to work with a variety of personality traits. Must be able to schedule around office hours, meeting schedules, classroom and nap schedules. Occasionally works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times.

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy or an approved exemption is required for any employment effective on or after December 31, 2021.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a

contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: