



<b>Job Title</b>	Facilities Technician I	<b>FLSA Status</b> <b>DOL Status</b>	Non-exempt Full-time or Part-time
<b>Program/Department</b>	All Program Areas	<b>Supervisor Responsibilities</b>	No
<b>Reports To</b>	Facility Manager	<b>CEO Approval Date</b>	07/20/2022
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

**Must pass required background check, TB and Physical**

**POSITION OVERVIEW**

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.

All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

**ESSENTIAL FUNCTIONS**

- Promote, encourage, and display examples of leadership for the agency in accordance with the agency's mission.
- Maintain professional integrity, exemplifying the values of, and expected within, the agency while promoting the agency's mission.
- Perform required duties in a manner that demonstrates compliance with Sunbeam's Culturally Competent Practice Policy.
- Troubleshoot minor maintenance problems involving electrical, structural, plumbing, and equipment repair and replacement.
- Perform building repair and maintenance on facilities as approved by Facility Manager.
- Conduct scheduled or periodic inspection of all facilities and equipment as part of preventative/remedial maintenance program. Conduct periodic inspections of property to ensure HVAC, geo-thermal, electrical, alarm, keypad, locks and plumbing systems are in good working order. Complete 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.
- Assist in proper maintenance, inspection, and tagging of all fire extinguishers.
- Diagnose equipment failures and performs repairs, if qualified to do so.
- Assist in providing oversight of work performed by independent contractors doing building repairs.
- Perform routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
- Assist in providing oversight for janitorial, playground, and lawn maintenance, to ensure that agency properties are kept sanitary and free of debris to help ensure clients and staff are safe and secure in the environment provided by the agency.

- Assist 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.
- Remain available as needed to go to Sunbeam buildings when security alarms are set off, which may occur in evening and night hours. Response may include boarding up windows if broken, disarming the alarm, and reporting any damage found.
- Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
- Repair and replace door knobs or locks, repairs door closures, and patches wall holes.
- Assemble, install and arrange classroom and office furniture, hangs pictures, moves and sets up tables and chairs as needed.
- Serve as backup to janitorial service in regular and ordinary cleaning of all facilities.
- Perform building repair and maintenance on facilities e.g. caulks windows, and doors, repairs and replaces broken windows, as needed.
- Assist with Health and Safety checklist as needed.
- 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.
- Assists in maintaining HVAC and geo-thermal system. Replaces filters as scheduled.
- Perform duties at varied times, accommodating for classroom and meeting schedules.
- Travel locally, as required, in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor or Chief Executive Officer.

## JOB QUALIFICATIONS

	Minimally Required	Preferred
<b>Education</b>	HS Diploma	Associate's Degree
<b>Certification</b>		Technical Certification
<b>Experience</b>	Building maintenance experience	
<b>Skills Knowledge Abilities</b>	<p>Basic plumbing, electrical, and painting skills required.</p> <p>General working knowledge of carpentry, masonry, drywall, painting, electrical, plumbing, HVAC maintenance, and building maintenance and repair.</p> <p>Skill in using hand and power tools, including table saws, drills, and sanders required.</p> <p>Knowledge of occupational hazards and safety precautions required.</p> <p>Able to use computer knowledge to view and adjust HVAC system.</p> <p>Able to read and follow assembly instructions.</p> <p>Able to lead and motivate co-workers to meet and exceed standards.</p>	

	<p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed.</p> <p>Good organizational and time management skills.</p> <p>Must work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p> <p>Local travel required. Must have reliable transportation and valid Oklahoma driver's license, and vehicle insurance.</p>	
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**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to engage in considerable physical activity. Also must frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to position to perform maintenance duties around the agency's facilities. Frequently moves equipment, supplies, furniture, deliveries, and other objects weighing up to 100 pounds between buildings. Must be able to move objects, and use abdominal, leg, and back muscles to provide support over time without fatigue. Constant movement and use of limbs involved so good manual dexterity, coordination, and stamina is required. Occasionally ascends/descends ladder to perform duties.

Work Environment

The employee will work in various facilities of the agency, some of those being schools and in close quarters with other staff and small children. Employee must have reliable transportation to travel from facility to facility. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Work environment may involve some exposure to hazards or physical risks, including but not limited to communicable disease, blood borne pathogens, and other bodily fluids, which require following safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Occasionally works around moving mechanical parts and in outside conditions that include inclement weather, heat, and humidity.

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. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. 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. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**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 they possess 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 does not and 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: