



## **Position Posting:**

### **Technician - Facilities**

**Full-Time**

**Pay Range: \$16.83 per hour**

#### **Position Purpose**

The Maintenance Technician works within the Facilities Team to provide maintenance and other facilities services to VersAbility thus coordinating the safety and maintenance and equipment needs of the organization.

#### **Primary Duties:**

- Supervises and coordinates with contractors who perform maintenance and services for VersAbility Resources.
- Oversees fire safety and training for VersAbility Resources facilities.
- Supervises and performs all aspects of fleet vehicle maintenance, administration and safety for VersAbility Resources, Inc.
- Performs annual inspections and services on all facilities.
- Inspects contractor repairs or performs maintenance and repairs on all assigned maintenance requests.
- Assist in evaluating short/long term needs in relation to major projects and property improvements.
- Attends and participates in training opportunities and seminars relevant to this position.
- Master trainer for forklift operators.
- Supervises assigned Individuals, does time studies and completes financial time sheets as required.
- Assists the Facilities Manager as required and acts in his capacity during absences.
- Responds to after hour maintenance requests and initiates or performs maintenance response as required.
- Member of the Emergency Preparedness Response Team.
- Member of the Safety Committee.
- Performs other related duties as assigned.

#### **Qualifications/Skills & Knowledge Requirements**

##### **Education:**

- Associates degree in a related field preferred.
- Must possess a valid driver's license.

##### **Experience:**

- 3-5 years' experience in building maintenance electrical and plumbing.
- Experience in a section 8 HUD setting preferred.
- Fleet vehicle experience.
- Qualified Electrician preferred.

##### **Skills Knowledge & Abilities:**

- Ability to administer regulation and standards

*VersAbility Resources is an Equal Employment Opportunity/Affirmative Action employer: EOE/M/F/Disability/Vet/Drug Free Workplace*



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- Ability to foster positive relationships
- Ability to manage work/priorities
- Ability to multitask
- Skill in organization
- Skill with oral communication
- Skill with written communication

### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Customer Focus: Knows the internal and external customer business needs and acts accordingly; anticipates customer needs, and gives high-priority to customer satisfaction and customer service
- Attention to Detail: Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved
- Teamwork: Working as a productive member of a cohesive group towards a common goal and contributing to team development and effective team dynamics
- Accountability: Exhibits a willingness to accept responsibility and be held accountable for actions
- Adaptability: Exhibits the ability to change (or the willingness to be changed) to fit changing circumstances
- Functional Expertise and Usage: Acquiring and applying functional knowledge in an area of specialty
- Attendance and Punctuality: Contributes reliably to the workplace by being in attendance regularly and by arriving punctually and leaving at the expected time
- Communication: Communicates effectively in all forms
- Dependability: Completes assigned tasks within the agreed-upon timeframe and in the agreed-upon manner
- Positive Attitude: Exhibits an attitude that expresses favor towards people, places, things or events
- Commitment- Staying on Task: Self-driven to stay on task until the job is completed
- Following Directions: Exhibits the ability to effectively hear, understand, and follow directions or instructions; the willingness to postpone making personal decisions, or acting, until all information has been heard
- Professionalism: Thinks carefully about the likely effects on others of one's words, actions, appearances, and mode of behavior
- Reliability: Demonstrates a high-level of dependability in all aspects of the job

### Environmental:

Works indoors, works outdoors, exposure to extreme hot or cold temperature, working at heights (ladder), being around moving machinery, exposure to marked changes in temperature/humidity, exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles, exposure to toxic or caustic chemicals, exposure to excessive noise, electrical energy, exposure to solvents, grease or oil, exposure to slippery or uneven walking surfaces, exposure to vibration (power tools), exposure to flames or burning items (welding), works around others, works alone, works with others. While performing the



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duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, while performing this job the employee may frequently lift and/ or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision as to read typed or handwritten material, and the ability to focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

## **About VersAbility Resources**

VersAbility Resources, formerly known as The Arc of the Virginia Peninsula, has been serving individuals with disabilities and their families for over 60 years. We support 1,600 people with disabilities each year in early childhood, community living, day support, and four different employment programs. We serve the entire Hampton Roads region and the 10 counties on the Middle Peninsula/Northern Neck.

With a budget of nearly \$44 million and over 1,000 employees, we are a major service provider, business, and employer. We subcontract with disability-serving agencies across the country to fulfill four nationwide contracts and have created 300 jobs for people with disabilities across the globe. We are a capable business partner, engaged in federal contracting, manufacturing, packaging, digitization, recycling, and more.

## **Our Vision**

We envision a world where people with disabilities enjoy dignified, productive lives of their choosing as fully accepted members of society.

For more information and to apply, visit: <https://recruiting.ultipro.com/ARC1009ARCV/JobBoard/216d4d69-3d04-486f-b34c-7681bed6cdde/OpportunityDetail?opportunityId=93fa994c-88c7-44bf-a3dd-0ab938f0e434>

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