

Facilities Maintenance Technician Job Description

Purpose and Responsibilities

Under the direction of the Facilities & Operations Director, the Facilities Maintenance Technician is responsible for performing routine repair and maintenance in addition to ensuring the physical safety of all agency properties and facilities.

Job Duties

- Keep transitional housing units, shelters, and offices in good order by providing regular maintenance such as basic plumbing, replacing locks, landscaping, repairs; either making repairs or arranging for repairs to be made with the landlords and other service providers.
- Property maintenance at the program's sites include preparing each unit for clients moving in (including making needed habitability repairs prior to moving in such as replacement of furnishings, etc.)
- Assist in picking up donation items, delivering to appropriate clients and locations.
- Support clients and staff in moving into and out of housing and office properties, respectively.
- Be responsible for tracking supplies and making material requests and purchasing items within grant guidelines.
- Replenishing disaster preparedness kits for every location.
- Participate in regular all-staff meetings and other Lumina Alliance meetings.
- Complete other tasks as assigned by the Maintenance & Safety Manager.

Key Characteristics

- Fluency in English is required; additional fluency in Spanish is preferred.
- Able to handle sensitive issues with discretion and confidentiality.
- Ability to work independently with minimal supervision.
- Works closely, cooperatively, and collaboratively with others.

Physical Requirements

- Frequent stooping, kneeling, bending, lifting, walking, carrying and other movements may be required.
- Lifting to 50 pounds unassisted and team lifting required.
- The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

Preferred Qualifications

- General knowledge of plumbing, electricity/wiring and carpentry.
- Successful in prioritizing tasks and managing competing deadlines.


ALIANZA
LUMINA
ALLIANCE

- Clearly communicate with the supervisor and other staff.
- Experience with MS Office and Google Workspace or ability to learn new technologies and software.

Requirements:

- Must satisfactorily pass a Live Scan background check, paid for by the employer.
- Completion of Lumina Alliance's 65-hr California State Certified Sexual Assault and Domestic Violence Crisis Counselor Training (provided as on-the-job training).
- Must have reliable transportation.
- Ability to travel to various properties throughout San Luis Obispo County

Position Title: Facilities Maintenance Technician

Reports to: Facilities & Operations Director

Hours: Full-Time / 40 hours per week

Location: San Luis Obispo County

Salary Range: \$26.00 - \$29.26 (Bilingual differential of \$1/hr if applicable)

Benefits.

- Generous health insurance benefits; silver tier plan premium for employee provided by employer
- Premium paid for dental and vision insurance by employer for employee coverage, life insurance plan
- IRA Retirement plan with employer matching contributions
- Paid Time Off including 16 paid holidays
- Opportunities to accrue additional PTO
- Various engaging internal committees on paid time, such as the Fun Committee, DEI Committee, and many others
- Family friendly workplace and generous pet accommodations
- Opportunities for growth within Organization

To apply, please submit a cover letter and resume, position is open until filled.

ABOUT LUMINA ALLIANCE

Lumina Alliance is a non-profit 501(c)(3) organization created by the merging of RISE and Stand Strong in July 2021. Their mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, prevention programs. Services include 24/7 crisis and information line, case management, restraining order assistance, legal assistance, accompaniment and advocacy,

emergency shelters, transitional housing, individual and group therapy, and robust prevention education. For more information, please visit www.LuminaAlliance.org

Lumina Alliance is an at-will and an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability.

Lumina Alliance is a Drug Free Workplace.