



Job Title: Facilities Maintenance Technician
Department/Location: Operations
Reports To: Chief Financial and Administrative Officer
Classification: Non-Exempt – Full Time
Compensation Range: \$25-\$30 per hour
Benefits: Health benefits (medical, dental, vision), 401K Plan with matching employer contribution, vacation, sick, and holiday pay

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, afterschool tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

POSITION SUMMARY

The Facilities Maintenance Technician plays a vital role in ensuring the proper maintenance and functionality of KidWorks' facilities and equipment. This position is responsible for performing routine maintenance tasks, repairs, and ensuring that all building systems function optimally. The Facilities Maintenance Technician will work across KidWorks' primary and spoke centers to maintain the overall safety, cleanliness, and upkeep of the facilities. This role reports to the Chief Financial and Administrative Officer.

POSITION ROLES & RESPONSIBILITIES

Facilities Maintenance

- Perform general maintenance duties, including basic electrical, plumbing, carpentry, and HVAC repairs to ensure building systems are functioning properly.
- Monitor and maintain building systems such as security, HVAC, plumbing, electrical, lighting, and safety systems, scheduling inspections and necessary repairs.
- Manage janitorial tasks by maintaining a clean and safe environment across all facilities, addressing and/or reporting any issues or concerns.
- Oversee landscaping tasks to ensure the property is well-maintained and free from hazards.
- Respond to and resolve facilities-related helpdesk tickets promptly.
- Conduct regular checks and basic maintenance on all equipment, ensuring proper operation and repair when necessary.
- Assist with coordinating vendors for specialized maintenance and repair services.
- Manage inventory of building maintenance and janitorial supplies, ensuring adequate stock is available.
- Work closely with staff to ensure building needs for programs and events are met.
- Assist with the implementation of safety and security policies and emergency preparedness procedures.
- Purchase building and janitorial supplies for all centers and programs.
- Maintain KidWorks vehicles in good working order, managing any necessary third-party repairs.
- Implement a regular rhythm of proactive maintenance for building facilities, equipment, and vehicles.



General Operational Support

- Set up and break down for events at KidWorks sites, as well as off-site fundraising events.
- As needed, provide driving/transportation support for youth programs.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

Knowledge and skill requirements listed below are representative of knowledge, skills, and/or abilities required to perform the job successfully.

- Minimum of three (3) years of experience in facilities maintenance or related fields
- Basic knowledge of building systems such as HVAC, plumbing, electrical, and security systems
- Familiarity with general repair tools and maintenance equipment
- Ability to identify maintenance issues and provide effective solutions.
- Strong attention to detail and ability to prioritize tasks in a fast-paced environment.
- Excellent communication skills and the ability to interact effectively with staff, contractors, and vendors.
- A proactive attitude toward solving problems and improving maintenance procedures.
- Strong commitment to KidWorks' mission, vision, and values.
- Spanish language fluency strongly preferred.
- Strong organizational skills, attention to detail, and demonstrated ability to manage multiple projects simultaneously and adapt to changing priorities.
- Valid CA driver license, state required auto insurance, and reliable automobile for use on the job (mileage reimbursed).
- COVID-19 completed vaccination series strongly preferred

PHYSICAL REQUIREMENTS

To perform this job the individual must be able to conduct all essential functions satisfactorily. Reasonable accommodations will be considered to enable a qualified individual with disabilities to perform the essential functions of the job.

- Requires mobility and agility to physically inspect properties.
- Frequently required to walk, stand, bend, stoop, kneel, crouch, and climb.
- Must be able to speak and hear well for interdepartmental collaboration.
- Good vision is imperative; close, distance, color, and depth perception.
- Will often be required to lift, move, and/or carry, up to, 50 pounds unassisted or with assistance in case of heavier loads.

APPLICATION PROCESS

To apply for this position, email hr@kidworksoc.org and include both a cover letter and resume. Please write "**Facilities Maintenance Tech**" in the subject line. Both attachments must be received; incomplete submissions will not be considered. Please forward electronic submissions only. No phone calls. Only principal, qualified candidates *that follow the application process* will receive a response.

KidWorks is an equal opportunity employer.