

THE POINT/ARC OF NORTHERN KENTUCKY

JOB DESCRIPTION

PROGRAM: **Operations**

POSITION TITLE: **Maintenance Technician**

POSITION TYPE: **Non-Exempt**

REPORTS TO: **Director of Facilities**

The Maintenance Technician is responsible for the general maintenance, repair, upkeep, and improvement of The Point Arc of Northern Kentucky's residential, commercial, and organizational properties. This position performs a wide range of skilled and general maintenance duties, including carpentry, drywall repair, painting, flooring, doors and hardware, exterior repairs, landscaping improvements, and other property-related tasks.

Essential Duties & Responsibilities:

- Perform carpentry repairs and installations across residential and commercial properties, including framing, trim, doors, cabinetry, shelving, and structural repairs.
- Complete resident move-in and move-out maintenance tasks, including patching drywall, replacing damaged trim, repairing flooring, painting, repairing doors and hardware, and preparing units to meet established move-in standards.
- Diagnose property maintenance issues and recommend practical, cost-effective repair solutions to the Facilities Director.
- Install, repair, and maintain interior components, including baseboards, crown molding, shelving, handrails, doors, cabinetry, and other fixtures.
- Perform drywall repairs, painting, caulking, minor flooring repairs, and other general building maintenance.
- Complete exterior carpentry and property repairs, including deck repairs, façade repairs, exterior painting, fencing, and other structural or cosmetic improvements.
- Perform landscaping and grounds improvements, including general cleanup, trimming, planting, minor repairs, and seasonal maintenance.
- Assist with driveway, sidewalk, walkway, drainage, and other exterior property repairs as needed.
- Perform minor plumbing, electrical, HVAC, appliance, and other general maintenance tasks within the employee's training, experience, and applicable regulations.
- Identify maintenance concerns that require specialized contractors and communicate those needs promptly to the Facilities Director.
- Assist with preparing properties for inspections, renovations, special events, and other organizational needs.

- Respond to assigned work orders in a timely and professional manner.
- Collaborate with the Facilities Director and House Managers to prioritize work orders and establish completion deadlines.
- Provide prompt notification when work orders are completed or when additional time, materials, or outside services are required.
- Communicate any changes in the condition of a property or resident environment that may require additional attention.
- Maintain a clean and organized work area throughout the completion of each assignment.
- Ensure completed work meets the standards established by the Facilities Director and House Managers.
- Follow all applicable safety procedures, organizational policies, and property-specific requirements.

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- Use appropriate personal protective equipment and safe work practices.
- Maintain residential and commercial properties in a safe, clean, and functional condition.
- Immediately report safety hazards, property damage, security concerns, or other conditions requiring urgent attention.
- Protect the privacy, dignity, and personal property of individuals supported by The Point Arc.
- Maintain professional boundaries and respectful interactions with individuals served, families, staff, residents, visitors, vendors, and community partners.
- Follow all applicable federal, state, and local regulations related to maintenance, safety, accessibility, and property operations.
- Other duties as assigned.

Physical Requirement:

- Standing, walking, bending, kneeling, crouching, reaching, and climbing for extended periods.
- Lifting, carrying, pushing, and pulling tools, equipment, supplies, and materials.
- Safely operating hand and power tools.
- Working on ladders and performing tasks at various heights.
- Working indoors and outdoors in varying weather conditions.
- Ability to lift and carry materials weighing up to 50 pounds, with or without reasonable accommodation.

Qualifications:

- High school diploma or equivalent.
- Previous experience in property maintenance, construction, carpentry, facilities maintenance, or related field.
- Ability to work independently while also taking directions from the Facilities Director and House Managers.
- Ability to communicate effectively with staff, residents, vendors, and organizational leadership.
- Valid driver's license and reliable transportation as well as the ability to travel between The Point Arc's various residential and commercial properties.

The Point Arc of Northern Kentucky is an Equal Opportunity Employer. We are committed to creating an inclusive workplace and providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

We are committed to providing reasonable accommodation to qualified individuals with disabilities throughout the application and employment process.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE ABOVE JOB DESCRIPTION.

Employee's Signature

Date

Employee's Printed Name