

## General Maintenance Technician Volunteer

Volunteer Manager: Kirby Hurd    Contact: 507.625.8688 ext. 123 [kirbyh@cadamn.org](mailto:kirbyh@cadamn.org)

Site Supervisor: Finance Manager

Position hours: Monday-Friday 8 am-4 pm; shifts are generally 2-8 hours for up to 15 hours weekly. Daytime hours are highly preferred.

**General Description:** The General Maintenance Technician Volunteer performs semi-skilled to skilled tasks of routine difficulty using basic knowledge and abilities to complete general repair and maintenance of the building, equipment, and equipment installation within the facility.

### **Responsibilities:**

1. Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business.
2. Maintain accurate time sheets.
3. Participate in all mandatory trainings, periodic check-ins, and evaluations.
4. Communicate with Site Supervisor and Volunteer Manager in a timely and responsible manner.

### **Qualifications:**

1. Complete application materials and submit to Volunteer Manager.
2. Interview with Volunteer Manager and Site Supervisor.
3. Clear Minnesota Department of Human Services background check performed by CADA staff in accordance with Minnesota Department of Human Services policies.
4. Complete brief orientation with Volunteer Manager.
5. Have sufficient strength to perform some heavy lifting and work on ladders on an occasional basis.
6. May be required to crouch, kneel, bend, or stand.

### **Skills:**

1. Demonstrate superior professional boundaries.
2. Possess basic knowledge of practices, work methods, tools and equipment associated with building maintenance trade.
3. Ability to operate hand tools with building maintenance trade.
4. Knowledge of drywall patching and repair, painting, caulking, and sealing.
5. Knowledge of installation of basic facilities amenities (doors, ceiling fans, furniture assembly, etc.).
6. Knowledge of basic plumbing tasks (replacing toilets, changing sink cartridges, unclogging toilets, etc.), and basic electrical tasks (replacing and upgrading fixtures, etc.).
7. Ability to perform other building maintenance tasks (replacing lightbulbs, switching out A/C filters, door repair, flooring repair, etc.).

8. Willingness to pick up supplies, tools, and materials as needed from local vendors using CADA vehicles, and to provide receiving reports and similar documents to Finance Manager.
9. Be punctual, responsible, and organized.
10. Have the ability and motivation to lead projects with little direction, and work well independently.

Additional knowledge and experience not required, but desirable in a candidate include:

- 1) Advance electrical and plumbing experience
- 2) Carpentry experience
- 3) Landscaping experience