

**Title:** Facilities Technician

**Department:** Operations

**Reports to:** Operations Director

**Classification:** Full-time (40 hours a week)

**SUMMARY:** Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The Facilities Technician is a general handyman in areas such as: carpentry, electrical, heating and air conditioning (HVAC), and plumbing. They will perform routine maintenance of the building, assist with building security, and be responsible for oversight of suppliers.

**ESSENTIAL FUNCTIONS:**

- Perform typical maintenance tasks to support the entire facility.
- Perform prescribed preventative maintenance on machinery and the building or grounds as required.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Use a variety of hand and power tools, electric meters, etc.
- Comply with safety regulations and maintain clean and orderly work areas.
- Inspect building and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations.
- Perform minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, ballast, minor appliances, etc.).
- Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, etc.).
- Perform minor painting, carpentry and masonry work.
- Reconfigure, install, position, and remount modular office cubicles as needed.
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, parking lots, and other work areas.
- Detect and report defective materials or questionable conditions to the department supervisor.
- Must be able to work flexible hours.

**QUALIFICATIONS:**

- High school diploma/GED or technical school education
- Two years working experience in facility maintenance
- Basic understanding of electrical, plumbing and carpentry is required

Frontiers values the importance of life and work balance, and offers flextime options. This job post is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to [hr@frontiersusa.org](mailto:hr@frontiersusa.org). No phone calls please. Because of the number of emails received, you may not receive an individual response.