

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Maintenance Technician
DIVISION/OFFICE: Facilities Management Division
BULLETIN No: 13222020
HOURLY RANGE: \$17.9487 to \$23.0769 per hour (Commensurate with experience)
OPENING DATE: September 22, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Proficient in several trade areas and perform various skilled and semi-skilled tasks in the repair and maintenance of building systems and equipment. Exercise technical independence in determining work methods and procedures. Apply good judgment in determining when it is best to recommend that UPO obtain professional assistance from outside vendors.

BRIEF DESCRIPTION:

Inspect assigned premises on a daily basis to determine whether systems and equipment are working sufficiently. Work with assigned building cleaning vendor or other staff to ensure that building is maintained properly. Maintain proper heating and cooling temperatures within assigned building(s) at all times. Perform routine maintenance tasks such as: minor building repairs such as spackling or minor painting; perform cleaning, vacuuming or waxing of floors; perform minor plumbing repairs to toilets, sinks, garbage disposals, etc.; maintain building water coolers; perform minor electrical tasks such as changing light bulbs, fixtures or switches; perform trash or furniture removal or transfer; perform landscaping tasks such as lawn mowing, hedge trimming and snow/ice removal. Inspect and certify that vendor repairs are done satisfactorily before payment is made. Prepare and maintain accurate records for preventive maintenance, equipment and material purchases. Respond to emergency calls outside of normal UPO business hours. Ability to provide custodial or other building maintenance services to UPO leased or owned properties, as required.

MINIMUM QUALIFICATIONS:

High school diploma or GED. Must have at least five (5) years building maintenance or other related experience. Must be familiar with the basic use and application of power tools; basic painting fundamentals; and, the basic installation of common building appliances or fixtures. Familiar with basic cleaning techniques. Must have a valid driver’s license and means of reliable transportation. Ability to respond to emergency calls outside of normal UPO business hours. If not OSHA certified, must become certified within six (6) months, of being hired.

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Must have strong interpersonal, and analytical skills. Must be attentive to detail and have strong organizational skills. Must be able to work sensitively and effectively with individuals of diverse educational, socioeconomic, and cultural backgrounds

Must have working knowledge of MS Office (Word and, Outlook) and ability to use/learn electronic time-keeping program.

DESIRED QUALIFICATIONS:

Certified in a “green” cleaning or other professional sanitation or cleaning program(s), OSHA certified and seven (7) years of building maintenance or other related experience. Strong working knowledge of building systems and protocols

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS covered under the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org

or

**fax your cover letter and resume to
202/319-3237.**