

Job Description

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| Job Title: Temporary Facilities Maintenance Technician | Reports to: Office Manager |
| FLSA Status: Non-Exempt | Aligned Executive: VP & Chief Program Officer |
| Kīpuka: Ko'olau Poko | Department: Programs |

***** THIS IS A TEMPORARY THREE (3) MONTH ASSIGNMENT *****

Job Purpose

The role of the Facility Maintenance Technician (FMT) is to maintain a clean, safe, and overall efficient operation of the kīpuka grounds while promoting a child-centered environment for kamali'i, families, staff, and guests. The FMT often works with outside contractors, and thus plays a vital role in communicating with others and demonstrating our organizational values. The position is also responsible for directing and coordinating ground maintenance functions of the kīpuka, including scheduling repairs and services to the facilities, grounds, and organization's vehicles.

Essential Responsibilities

- Maintains the cleanliness and safety of the kīpuka facilities, grounds, equipment, and organization's vehicles by following standards and procedures while ensuring compliance with the organization's policies, and governmental requirements and regulations.
- Maintenance and upkeep of kīpuka grounds, facilities, and equipment (including planting/maintaining vegetation, herbicide application, mowing, leaf blowing, etc.).
- Commutes to Waimanalo Satellite as needed to maintain facility and grounds.
- Responsible for set-up and break down for outdoor kīpuka and community-approved events.
- Works with the Office Manager in coordinating the facilities day-to-day security such as ensuring the facilities are secured at the end of the day and providing after hour opening/closing for facility usage.
- Assists with security; report any suspicious and/or illegal activity on kīpuka property.
- Coordinates as needed in providing transportation for agency-related business such as driving staff, beneficiaries, or families to organization's approved functions.
- Coordinates the physical movement of internal and intra-organization relocation of goods and furniture.
- Participates as needed in special projects as assigned by the Office Manager or Director, Program Operations.

Other duties:

- Contributes to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization's results.

Qualifications and Competencies

- High school diploma or equivalent.
- At least six years of related experience.

Facilities Maintenance Technician, Programs

- Skill in using standard and industrial equipment.
- Knowledge of basic gardening, landscape, carpentry, plumbing, electrical, and mechanical procedures.
- Formal training in the safe use of hand tools power equipment, cleaning compounds, and herbicides, preferred.
- Knowledge of OSHA requirements, occupational hazards, and safety precautions of the trades, required.
- Ability to work under minimal supervision and under pressure in demanding times.
- Good verbal and written communications skills.

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families, and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations.
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex maintenance problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; and work under intensive deadlines with frequent interruptions. Employees are also required to perform repetitive physical work, including climbing, stooping, kneeling, crouching, reaching, and manipulating up to 100 pounds; may be exposed to wastes, potential electrical currents, and adverse climates and terrain.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.