



JOB DESCRIPTION

Title: Maintenance Assistant Technician Reports to: Facilities Manager
Position Summary
<ul style="list-style-type: none">• Performs routine and extensive preventative maintenance and repair procedures on PVI buildings, mechanical equipment and utility systems.
PVI Culture
PVI has a strong values-driven culture that supports its mission. The Maintenance Assistant Technician is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication and Compassion as articulated in the PVI Culture Matrix (attached).
Major Areas of Responsibilities
<ul style="list-style-type: none">• Must be able to work independently or as a Team Member.• Provides minor and major repairs of all buildings and equipment.• Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.• Must use good judgement in decision-making. Should communicate with the Facilities Manager when a proposed task will require a second person and/or specialized help.• Must be able to evaluate emergency situations and respond appropriately.• Will operate a carpet cleaner and other Department's equipment as required.• Will set up rooms for activities or classes by moving tables, moving chairs, and setting up projectors and screens to support daily activities and special events.• Must always act in a way that insures the personal safety of all employees and guests, and the general security of the organization.• Must drive organization vehicles as needed
Position Requirements
Skills Needed <ul style="list-style-type: none">• 2 years' relevant experience.• California Department of Justice and California Department of Social Services criminal record clearance required prior to employment.• Valid California Driver's License.• Maintain a good driving safety record (verified by DMV report at hire and at least yearly thereafter).• Knowledge of overall plant maintenance, cleaning, health and safety standards, and some and some gardening.• Knowledge of A/V equipment including laptops.



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- Good communication skills in English, both written and oral.

Physical Requirements

- Lifting up to 50 lbs.
- Walking, bending, reaching, climbing and stooping.
- Fine motor dexterity to use hand and power tools

Work Environment

- Exposure to outside weather during the course of performing duties.

Performance Expectations (Measurable Outcomes)

- Perform all work assignments in a safe manner using appropriate tools and equipment.
- Meet assignment deadlines.
- Adheres to PVI cultural values.

Date: _____

Full Name (printed): _____

I have read and fully understand the roles, responsibilities, and expectations for this position.

Signature: _____

Supervisor Signature: _____