



## Maintenance Technician Job Description

**Position Title:** Maintenance Technician  
**Department:** Maintenance  
**Reports Directly To:** Lead Maintenance Tech  
**Reports Indirectly To:** Facilities Manager

**Directly Supervises:** N/A  
**Date:** 9/29/2022  
**Closing Date:** 10/15/22

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### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a full-time **Maintenance Technician** to maintain the camp property as part of the Maintenance Team. This is an entry-level position which will offer the opportunity to hone existing ability and learn new skills. Ideal candidates have the ability to work both independently and as a team, with the capacity to progress toward a goal independently. Tasks include repairs, painting, trash removal and minor construction. This position can be physically demanding and applicants need to be able to lift up to 70 pounds, walk moderate distances and be on your feet most of the day.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following, other duties may be assigned.

### QUALIFICATIONS:

- General repair skills
- Rough carpentry skills
- Mechanical skills for light equipment
- Ability to use a computer to communicate and update tasks
- Motivated and able to learn additional skills as required
- Maintain a positive attitude toward your job, co-workers and guests
- Able to respond to urgent needs of guests as well as operational emergencies that may arise.
- Maintain an open, approachable posture in dealing with conflicts and problems.
- Be able to give and receive constructive criticism.
- Advanced skills are a plus; including but not limited to finish carpentry, electrical, plumbing, welding, HVAC, small engine repair and general auto repairs.

### EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent. Trade experience in the areas of facilities maintenance and construction.



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### **SUPERVISORY RESPONSIBILITIES:**

None

### **LANGUAGE SKILLS:**

Strong communication skills required, both verbal and written.

### **LICENSES, CERTIFICATES, REGISTRATIONS:**

Valid Maryland drivers license. Please provide any applicable certifications.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.