



Maintenance Technician

The Maintenance Technician is responsible for the preventative and general maintenance of the Wallingford & Fairfield offices and outside property. The Technician must perform or oversee Plumbing, Electrical, Carpentry, Vehicle Maintenance, Painting and other technical tasks. Reports to Director of Operations.

Specific Duties and Responsibilities

1. Develop and implement preventative maintenance programs for all CFB facilities.
2. Perform and/or coordinate required repairs of CFB facilities and equipment.
3. Provide support to managers for maintenance issues.
4. Maintain outside grounds landscaping and manage snow removal.
5. Maintain facility security systems.
6. Insure proper working order of all CFB equipment, IE coolers, freezers, HVAC.
7. Ensure PM documentation activities are consistent and concise.
8. Maintain all plans, procedures, MOPS, SOPS and other documentation necessary for safe and proper performance of preventative maintenance activities.
9. Coordinate special projects as directed by the Operations Director
10. Assist in monitoring all work being performed by outside contractors.
11. Be an active participant on CFB's Safety Committee.
12. Perform janitorial services as needed.
13. Support the set up and breakdown of special events.
14. Coordinate repairs and maintain record on all power equipment.
15. Work with Transportation Manager to perform light maintenance on company vehicles.
16. Assist in the bidding process for outside contractors.
17. On call for emergency repairs on CFB facilities.
18. Perform other related duties as assigned.

Requirements/ Qualifications

- Must have basic Plumbing, Electrical, Carpentry, Vehicle Maintenance and Painting Skills.
- Must have basic computer skills, Word, Excel, and Outlook.
- Prior experience as a facility maintenance person or contractor.
- Ability to lift up to 60 pounds.
- Must be able to contribute to a positive work environment with commitment to social justice.
- Must be a team player, self motivated and have demonstrated problem solving and decision-making abilities.
- High School diploma or GED required.
- Custodial/janitorial experience a plus.
- Candidate must have strong organizational skills.
- Must have reliable transportation and clean driving record

Send cover letter with salary requirements and resume to:

**hr@ctfoodbank.org
203-469-4871 (fax)**