

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Book and movie clubs
- ✓ Wellness initiatives

Classification

Nonexempt

Reports to

Procurement and Facilities Manager

Summary/Objective

Performing maintenance tasks to support the day-to-day operations of facilities, including grounds. Primary duties include maintaining properties owned and leased by Habitat Orlando & Osceola, maintaining maintenance records, scheduling and major landscaping equipment.

Essential Functions

1. Grounds maintenance includes mowing of grass, trimming shrubs, replacing plant material and annual re-mulching and general landscape upkeep of headquarters property.
2. Creating and executing maintenance schedules for all lots and properties.
3. Ensure that we do not receive code violations on any properties.
4. Create strategies to discourage dumping and trespassing on vacant lots.
5. Oversee and coordinate the repair and regular maintenance of landscaping equipment, irrigation systems, and tools as needed.
6. Assist in identifying methods to increase efficiency of operations.
7. Assist Procurement/Facilities Manager with special projects during non-growing season, as needed.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. High energy and the ability to function effectively with a minimum of daily direction and support. Can solve problems and make decisions independently in a creative and effective manner
3. Proficient in Microsoft Office Suite
4. Good written and verbal communication skills
5. Internal & external customer service skills
- 6.

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7. Enthusiasm, team-oriented and detailed
8. Ability to work with diverse groups of people
9. Ability to work both independently & in a team environment

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris.

Physical Demands

The position requires sitting for extended amounts of time and working on a computer/typing. Ability to stand for extended periods of time may also be required. The employee must also occasionally lift and move up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and office hours of operation are Monday through Friday, 9 a.m. to 5 p.m. This role typically starts earlier than office hours. Some early mornings, night and weekends may be required.

Travel

Travel is primarily local during the business day if required and a company vehicle may be made available, or mileage reimbursed with use of personal vehicle.

Required Education and Experience

OSHA standards and requirements in the workplace

General vehicle maintenance understanding

Advance knowledge of landscaping equipment, including commercial grade lawnmower, trimmers, edgers, and responsible use of lawn maintenance chemicals, including weed killers and fertilizers.

Must obtain Forklift operator certificate within first 90 days: training provided by Habitat

Must obtain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must possess a valid Florid driver's license with clean driving record

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808



Facilities & Maintenance Technician

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To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

11/3/2021

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Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.