

United Senior Services
125 W Main St, Springfield, OH 45502

POSITION DESCRIPTION: FACILITIES TECHNICIAN

EMPLOYMENT STATUS:	Full-time, 35 hours/week
FLSA STATUS:	Non-exempt
SALARY GRADE:	Posting range \$13-\$16/hr.
SUPERVISOR:	Operations Director

POSITION SUMMARY

The Facilities Technician is responsible for maintaining the cleanliness, functionality, safety, and overall condition of the 48,000 sq. ft. facility and campus located at 125 W. Main St. This role supports daily operations through routine cleaning, preventative maintenance, room setup, and monitoring of building systems. Work performance is evaluated through observation during work in progress and inspection of completed assignments.

ESSENTIAL FUNCTIONS

Facility Cleaning & Appearance

- Maintain a clean, safe, and welcoming environment throughout the facility and grounds by performing scheduled and routine cleaning duties.
- Clean and sanitize floors, fixtures, furnishings, restrooms, locker rooms, pool areas, kitchen and server spaces, offices, and common areas.
- Perform carpet and upholstery cleaning, dusting, surface cleaning, and waste removal.
- Empty trash and recycling containers throughout the campus.

Facilities Setup & Support

- Perform daily setup and teardown of multipurpose rooms according to event and program schedules, including arranging tables, chairs, and furnishings.
- Assist with basic technology setup and ensure furniture and equipment are properly stored after use.

Maintenance & Systems Monitoring

- Monitor the general operation of building systems, including plumbing, electrical, HVAC, security, and pool filtration systems.
- Identify and report maintenance concerns, safety hazards, or repair needs to the supervisor in a timely manner.
- Perform light maintenance and minor repairs within scope of position, such as changing light bulbs, touch-up painting, filling dispensers, and minor fixture adjustments.
- Monitor custodial and facilities equipment for proper operation and report repair or replacement needs.

Grounds & Exterior Maintenance

- Perform basic landscaping tasks, including mowing, trimming, planting, weeding, mulching, and watering as needed.
- Remove snow and ice from walkways and entrances using shovels and/or snow blowers to maintain safe access.

Documentation & Communication

- Complete daily work assignment sheets and maintenance logs as required.
- Communicate with other team members at shift change to ensure continuity of service.
- Maintain inventory of cleaning and maintenance supplies; notify supervisor of low-stock items; accept deliveries and assist with supply pickup as requested.

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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond promptly to spills, accidents, and biohazard cleanup (including blood and bodily fluids) in accordance with safety protocols.
- Report maintenance or repair needs beyond the scope of the position to the supervisor.
- Assist other departments and staff as needed.
- Work evenings, weekends, and holidays as required.
- Attend required meetings, trainings, and safety briefings.
- Perform other duties as assigned.

SKILLS AND QUALIFICATIONS

- High School Diploma or equivalent.
- General knowledge of OSHA standards related to cleaning, safety, and facility maintenance.
- Ability to lift, push, and pull up to 50 lbs.
- Working knowledge of cleaning materials, tools, and basic maintenance equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to work indoors and outdoors under varying weather conditions.
- Ability to climb ladders and stairs and stand for extended periods.
- Willingness and ability to learn and apply safe operating procedures and equipment use.

EQUIPMENT, TOOLS, AND WORK AIDS

- Vacuum cleaners
- Mops, brooms, and floor care equipment
- Cleaning chemicals and supplies
- Snow blowers
- Lawn mowers and landscaping tools
- Ladders
- Carts and dollies
- Basic hand tools

PERSONAL TRAITS

- Hands-on, dependable worker who takes pride in maintaining buildings and grounds.
- Self-starter who can manage daily tasks with minimal supervision.
- Physically capable and comfortable performing maintenance and cleaning throughout the shift.
- Observant and proactive in identifying maintenance, safety, or cleanliness issues.
- Practical problem-solver with a common-sense approach to repairs and upkeep.
- Team-oriented and willing to help where needed to keep operations running smoothly.
- Respectful and professional when interacting with staff, members, and visitors.
- Safety-minded and careful when using tools, equipment, and chemicals.
- Willing to learn new systems, equipment, and procedures.

Must pass a criminal background and drug screening check.

EOE: United Senior Services is committed to building and maintaining a community to reflect human diversity and to improve opportunities for all. The agency is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with a community-based service organization, as well as a matter of law. United Senior Services does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or any other basis under the law, in its employment.