



Community First! Village Maintenance and Repair Technician

SCOPE AND PURPOSE

The Maintenance and Repair Technician will perform a variety of maintenance and repair duties for the Community First! Village (CFV) program of Mobile Loaves & Fishes (MLF). This includes being on time, on budget, and maintaining a high level of quality. In addition to being an excellent maintenance technician, he or she should exhibit good judgment, strong problem solving skills and high ethical standards.

This is a full-time 40hrs/week non-exempt position with frequent weekend requirements, reporting directly to the CFV Maintenance & Construction Director.

Please email resumes and cover letter to hr@mlf.org.

DUTIES AND RESPONSIBILITIES

- Maintenance for CFV including maintenance on all tiny homes and recreational vehicles.
- Specific duties on tiny homes include lock replacement, window repairs, light repairs, mini blind installation, etc.
- Specific duties for RV's include resealing roofs and windows, light carpentry work, light fixture replacement and other light repairs.
- Responsible for cleaning and maintaining mini split A/C's in tiny homes and A/C's in RV's.
- Responsible for coordinating maintenance and repairs outside of Technicians expertise with the Maintenance and Construction Director or outside repair vendors.
- Responsible for updating maintenance and repairs in CFV's Appfolio computer program.
- Responsible for checking all materials delivered for your various jobs for quantity and measurements, as well as damage.
- Monitor job progress against the schedule and notify the CFV Maintenance & Construction Director as soon as possible of any delays, conditions or subcontractor no-shows that will affect the schedule.
- Responsible for knowing and understanding all job paperwork, plans and specifications and communicate supply needs to the Purchasing Coordinator..
- Responsible for using property safety equipment (harnesses, safety glasses, ear protection). Job conditions must encourage safety. Monitor equipment for proper safety features, safe electrical cords etc, and inform Safety Coordinator and the CFV Maintenance & Construction Director of any unsafe conditions.
- Perform maintenance duties consistently and ethically within the mission and values of MLF

- Attend weekly team meetings and monthly all staff meetings and other meetings deemed necessary
- Perform other miscellaneous duties as necessary to fulfill the mission & vision of MLF.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must believe in the core values of MLF and be driven by the Mission. MLF is a faith based organization on whose ideals and philosophy comes directly from the Gospel of Jesus Christ. This must be reflected in all of our communications with volunteers, staff and others that we come in contact with.
- Advocate for the homeless and working poor.
- Knowledge of pertinent RV systems including propane/electric appliance operation, air conditioning and heating, electrical, roofing, plumbing etc. a plus.
- Residential air conditioning and heating experience preferred
- Plumbing experience preferred
- Must have strong problem solving skills
- Must be skilled in the operation of a variety of tools including power tools.
- Must be able to lift a minimum of 50 lbs and climb a 14 ft ladder.
- Must be able to work well with others and keep others apprised of progress
- Positive Attitude, interest, enthusiasm, good sense of humor, and stamina
- Common sense and judgment in day to day matters
- Strong oral communication skills
- Ability to work joyfully and connect with diverse populations and organizations (volunteers, staff, board members, community members, schools, businesses, churches, etc.)
- Must be able to respond quickly to communication and be an effective communicator with clients, staff, volunteers, and community members/partners
- Demonstrates integrity and strives for excellence in her/his work,
- Strong organizational skills; detail-oriented
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available;
- Ability to manage multiple projects in a fast-paced environment
- Comfortable with teaching others and giving guidance
- Willingness to take ownership of projects and find created ways to accomplish goals with limited resources
- Good listening skills
- Strong conflict management skills
- Common sense and judgment in day to day matters.
- Must have patience, compassion, and professionalism
- Proficiency in the use of the Microsoft Word and Excel a plus
- Must be internet literate and be comfortable in an online environment
- Neat, clean, and appropriate appearance
- Must be drug and alcohol free and submit to random drug and alcohol testing
- Must have a valid driver's license and reliable transportation
- Must submit to and pass a criminal record background test

MLF PURPOSE/VISION

We empower communities into a lifestyle of service with the homeless.

MLF MISSION

We provide food and clothing and promote dignity to our homeless brothers and sisters in need.

GOALS

- Transform the way people view the stereotype of those who find themselves homeless.
- To reconnect the homeless to self, family and community.
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work.
- To connect human to human, heart to heart through the fellowship of food and hospitality.
- Inspire people to give abundantly and offer their best first

COMPENSATION

MLF is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.