



Heart of Alabama Food Bank

Position Description

Position: Facilities Technician
Reports To: Director of Facilities
Pay Range: \$40,000 - \$55,000
Status: Non-Exempt - Salary

Description

The Facilities Technician assists the Director of Facilities to ensure the effective operation of the Heart of Alabama Food Bank facilities and equipment. This position's responsibilities include building maintenance, assessment of necessary repairs to equipment, and making repairs to equipment to include but not limited to electrical, refrigeration, and HVAC systems. Technician also assists the Director of Facilities with identifying real and potential facility hazards.

Duties and Responsibilities

Ensures the overall efficient function of the food bank facilities operation and equipment.

Responsible for maintaining facilities and equipment at peak efficiency for all food bank operations. Evaluates overall function of building and equipment, striving for constant improvement.

Completes regular preventive maintenance and repair of buildings, mechanicals, grounds, and equipment to include but not limited to furnishings, warehouse equipment, machinery, HVAC, refrigeration systems, plumbing, electrical systems, and alternative energy systems as directed by the Director of Facilities.

Assist with maintaining HVAC and intrusion alarm systems, and maintenance repair software.

Follows procedures that comply with OSHA, AIB, USDA, Feeding America, local Board of Health, food industry and other licensing bodies; and maintains proper permits.

Assists with disaster response and readiness training and meeting facilitation.

Responsible for contract review and securing quotes from vendors as needed.

Identifies potential safety hazards and reports them to Director of Facilities

Participates in organizational and strategic development planning as needed, management and reporting activities, and disaster planning and response.

Strictly adheres to and enforces all safety rules and HAFB policies and procedures.

Actively participate in regular team meetings, training programs, supervisory sessions, and accept responsibility for aiding the development of positive work environment.

Performs other duties as assigned, to include occasional assistance with custodial duties

Qualifications

- High School graduate or equivalent and a minimum of 2 years' experience in the following:
 - HVAC
 - Refrigeration
 - Mechanical
 - Electrical
 - Patch and Paint
- EPA Universal certification preferred
- Forklift operating knowledge is preferred
- Strong communication (both written and verbal) skills; ability to work with diverse staff and constituencies; experience working as part of a team
- Computer proficiency to utilize maintenance software systems
- Excellent customer service skills
- Ability to present information and facilitate meetings

Physical Demands/Environmental Factors

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description.

Individual will be subjected to frequent standing, walking, stooping, kneeling, and crouching.

Must regularly lift and/or move up to 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.

Frequent exposure to freezer and cooler environment

Indoor office/warehouse environment with moderate noise at food bank location

Some evenings and weekends may be required

My signature indicates that I understand my duties and responsibilities and intend to adhere to all of the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____ Date: _____

Signature: _____