



Job Title: Maintenance Tech III

Status: Full Time (w/ Benefits)

Salary: 50K-60K

Department: Facilities

Reports to: Building Engineer

ABOUT BUILDING BRIDGES ACROSS THE RIVER

Building Bridges Across the River (Building Bridges) provides residents East of the Anacostia River access to the best-in-class facilities, programs and partnerships in arts and culture, economic opportunity, education, recreation, health and well-being. Building Bridges Across the River (Building Bridges) envisions a future in which the residents East of the Anacostia River experience vital, thriving communities characterized by social, cultural, economic, and racial equity. In order to combat past and current structural inequities, Building Bridges develops and manages facilities and programs in Wards 7 and 8 including the Town Hall Education Arts Recreation Campus (THEARC), THEARC Farm, THEARC Theater, 11th Street Bridge Park, and Skyland Workforce Center.

ABOUT THE POSITION

The Maintenance Tech III will work closely with the Building Engineer and perform maintenance tasks necessary to maintain, enhance and meet building and campus specifications for THEARC East, THEARC West and Skyland campus.

DUTIES & RESPONSIBILITIES

- Assure compliance with appropriate safety practices and procedures
- Maintain various records related to labor, materials, and work orders
- Ensure all Partner/building work orders are responded to within 24 hours, and handled in the most efficient manner with documentation as to work-completed on work order
- Proficient use of computers
- Assist the Building Engineer with inspection of the facilities to identify building maintenance needs and safety issues.
- Follow standard safety and security protocols
- Examines HVAC units for issues. Replace HVAC filters, verify/adjust thermostat settings
- Performs preventative maintenance on HVAC units by replacing filters, cleaning coils, etc.
- Replace electrical sockets, switches, light bulbs and check breakers
- Replace carpet tiles
- Minor wall repair and Ceiling repair (drywall, mud, tape, and paint) as required for Building Bridges spaces
- Read, interpret, and understand sketches, diagrams, and blueprints
- Performs plumbing repairs, replacements, and/or installations including repairing leaks, removing clogs in sinks and toilets, and replacing plumbing fixtures such as faucets and drains.
- Performs electrical repairs and replacement of light fixtures, bulbs, ballasts and related items
- Consult with Building Engineer to make more advanced or severe repairs or replacements, ensuring all appliances are properly disposed of and removed from the building with appropriate approval



- Complete painting projects ranging from full interior painting of property units to minor touch up and repair of walls and sheetrock for Building Bridges spaces
- Maintain a maintenance office with tools organized, tools, and supplies inventoried and neatly stacked or organized and maintain maintenance files
- Power wash buildings and cleaning of the campus grounds
- On call for emergency building alarms
- Set up and break down of Building Bridges events and Theater Rentals
- Provide backup coverage for the Welcome Desk
- Performs all other duties assigned by Building Engineer

QUALIFICATIONS & REQUIREMENTS

- High School Diploma or equivalent
- Must have at least 4 years of experience
- Knowledge of tools equipment, materials, methods and techniques used in skilled general maintenance and repair
- Knowledge of appropriate health and safety precautions and procedures
- Excellent oral and written communication skills, with the ability to professionally communicate with diverse populations; polished customer service skills
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on any task; not afraid to ask for help when needed.
- Ability to work in adverse weather conditions
- Flexible to work irregular hours (evenings, weekends), including on-call and overtime hours, as required due to maintenance emergencies.
- Must have a valid driver's license

Salary & Benefits:

This is a full-time position with a starting salary of \$50,000-\$60,000. Benefits include PTO, Holiday Pay, Medical, Dental, Vision and ability to participate in the 401(K) Plan. Building Bridges is an equal opportunity employer.

To Apply: Please send your resume to Employment@thearc.org and CC EMenees@thearc.org