

Job description:

Property Maintenance Technician/ Trainer (Full-Time)

Organization: Rhode Island Indian Council, Inc.

Location: 807 Broad Street, Providence RI 02907

Compensation: \$40,000.00

Schedule: 37.5 hours per week (Monday to Friday, on call as needed) 7.5 Hours Shift

Work Location: In-person

About Us:

Rhode Island Indian Council (RIIC) is a community-based organization dedicated to advocating for the well-being of the Native American community in our service areas. Our programs focus on health services, cultural preservation, and education to uplift and empower Native American individuals and families. We aim to provide compassionate and culturally competent services to address the unique needs of the community.

Job Overview:

The Property Maintenance Technician/Trainer is responsible for maintaining the organization's building, also known as the Algonquin House, in a safe, clean, functional, and professional condition. This position performs routine maintenance, repairs, inspections, and preventative maintenance while also assisting with the training and development of participants, employees, interns, or individuals enrolled in workforce development programs.

The position requires a hands-on individual who can not only complete maintenance tasks but also demonstrate, explain, and teach basic property maintenance skills to others. The successful candidate should be dependable, safety-conscious, organized, and comfortable working with individuals who may have limited prior work experience.

Essential Duties and Responsibilities

- Perform routine maintenance and repairs throughout organizational properties and facilities.
- Conduct regular inspections of buildings, grounds, equipment, and common areas.
- Identify maintenance, safety, or repair issues and report concerns to appropriate management.

- Perform basic carpentry, painting, drywall, plumbing, electrical, and general repair tasks within the scope of the position and applicable safety requirements.
- Maintain cleanliness and organization of work areas, storage spaces, tools, and equipment.
- Perform lawn care, landscaping, snow removal, and seasonal property maintenance as needed.
- Assist with preparing facilities for meetings, programs, events, and community activities.
- Monitor building conditions and identify preventative maintenance needs before they become major repairs.
- Coordinate with outside contractors or vendors when specialized repairs or services are required.
- Maintain an inventory of maintenance supplies, tools, and equipment and notify management when supplies need to be replenished.
- Follow all applicable workplace safety procedures and ensure appropriate use of personal protective equipment.
- Maintain records of completed maintenance activities, repairs, inspections, and work orders.
- Respond to urgent maintenance issues when necessary.
- Assist with moving furniture, equipment, supplies, and materials as needed.
- Support the overall appearance, safety, and functionality of RIIC facilities and properties.

Training and Workforce Development Responsibilities

A key component of this position is the ability to train and mentor individuals who are developing basic property maintenance and workplace skills.

The Property Maintenance Technician/Trainer will:

- Demonstrate proper use of basic hand and power tools.
- Teach participants basic property maintenance techniques and procedures.
- Provide hands-on instruction in areas such as painting, landscaping, minor repairs, cleaning, groundskeeping, and preventative maintenance.

- Demonstrate proper workplace safety practices and the appropriate use of PPE.
- Teach participants how to safely maintain and organize tools and equipment.
- Provide instruction on identifying maintenance problems and determining when a repair requires a qualified professional.
- Model appropriate workplace behaviors, including punctuality, communication, teamwork, professionalism, and accountability.
- Provide constructive feedback regarding participant performance.
- Break tasks into manageable steps and adjust instruction based on an individual's skill level.
- Encourage participants to develop confidence and independence in performing assigned tasks.
- Assist participants in developing transferable skills that can be used to obtain employment in facilities maintenance, construction, landscaping, custodial services, or related occupations.
- Communicate participant progress, strengths, areas for improvement, and training needs to the appropriate program staff.
- Assist staff in identifying opportunities for participants to gain additional work-based learning experience.

Minimum Qualifications:

- High school diploma/GED or equivalent experience.
- At least one year of experience in property maintenance, facilities, construction, landscaping, custodial services, or a related field preferred.
- Demonstrated ability to safely use common hand and power tools.
- Ability to perform basic maintenance and groundskeeping tasks.
- Ability to communicate effectively and work with program participants.
- Willingness and ability to teach others basic maintenance and workplace skills.
- Reliable attendance and punctuality.
- Ability to work independently and as part of a team.
- Ability and willingness to teach others through hands-on instruction.

- Ability to maintain professional boundaries and demonstrate patience when training individuals with limited work experience.

Physical Requirements

The position may require:

- Standing and walking for extended periods.
- Bending, kneeling, reaching, and climbing.
- Lifting and carrying materials and equipment.
- Working indoors and outdoors in varying weather conditions.
- Operating maintenance equipment and tools.
- Performing repetitive physical tasks.
- Following appropriate safety procedures when working with tools, equipment, and maintenance materials.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Rhode Island Indian Council is committed to achieving full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age, or Sexual Orientation. In addition to the above, the Rhode Island Indian Council is an Equal Opportunity Employer.

How to Apply: Interested candidates should submit a resume and cover letter detailing their relevant experience to sconn@rhodeislandindiancouncil.org

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Federal Holidays (Except Columbus Day)