



## **Maintenance Technician**

### **About the Company:**

The Arc in Hawaii is a non-profit organization with 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

### **Role:**

We are looking for an experienced Maintenance Technician who has the desire to give back to their community while utilizing their skill set in carrying out repairs, renovations, and preventive maintenance of our residential homes, independent living apartments, and adult day health centers.

**Job Type:** Full-time, non-exempt

**Work Schedule:** Monday to Friday with availability on weekends as needed

**Pay:** \$22.00 per hour

### **Requirements:**

- High school diploma or GED
- Current driver's license, a driver's abstract with an acceptable level of infractions, and access to an insured vehicle
- 5 years of maintenance experience, including hands-on experience in:
  - Drywall repairs
  - Plumbing
  - Electrical work
  - Carpentry
  - Painting
- Smartphone
- Working knowledge of electrical and mechanical systems
- Proficiency in operating standard hand tools and power tools (e.g., drills, saws, sanders) as well as standard office machines (e.g., copier, fax, and computer for word processing, spreadsheets, and email)
- Ability to troubleshoot and resolve problems quickly
- Familiarity with local building codes and health and safety regulations (OSHA and HIOSH)
- Strong communication skills (e.g., speaking and writing, giving instructions to others, seeking information from a variety of sources)
- Physical ability to move heavy equipment/furniture, climb ladders, and work from heights

**Work Clearances (Conditions of Employment):**

- Pre-employment drug test
- Pre-employment physical assessment
- FBI fingerprinting
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries
- Criminal history check
- Valid driver's license and clean driver's abstract (or acceptable level of infractions)
- Must remain current on all work clearances
- Must complete all required training (paid)

\*\*\*Drug test, physical assessment, and FBI fingerprinting/APS/CAN/criminal history check are paid for by The Arc in Hawaii.\*\*\*

**Responsibilities:**

- Repairs and maintains buildings, grounds, fleet vehicles, and equipment.
- Performs general plumbing, electrical, drywall, carpentry, etc., repairs and installations, including faucets, clogged disposals, toilets, sinks, and tubs.
- Performs various repairs to durable medical equipment, including wheelchairs, wheelchair lifts, walkers, patient lifts, and shower chairs.
- Troubleshoots and repairs appliances such as washers, dryers, stoves, disposals, refrigerators, etc.
- Makes needed but prudent purchases of materials to complete a task.
- Keeps in compliance with and abreast of OSHA and HIOSH regulations.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Participates in a wide variety of special projects.
- Carries out other responsibilities as assigned by the Facilities Manager.
- Responds to the President/CEO as assigned.
- Travels to various locations (on Oahu) as required.

**Benefits Offered:**

- 15 paid holidays
- Generous PTO which starts accruing upon hire date (17 days earned in Year 1, 22 days in Year 3, 25 days in Year 8)
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in our healthcare coverage)
- 401(k) employer matching
- Referral program

\*EOE / Drug-Free Workplace



**Have questions?**

If you have any questions, please contact [hrdept@thearcinhawaii.org](mailto:hrdept@thearcinhawaii.org).