New Foundations
Home for Children

CAREER OPPORTUNITY

Job Title: **Maintenance Technician for Building and Grounds**
Job Type: **Full Time M-F 1st Shift with occasional after-hours and weekend work as needed**
FLSA Status: **Non-Exempt**
Location: **Anderson, SC**

ABOUT NEW FOUNDATIONS HOME FOR CHILDREN

New Foundations Home for Children is a private, nonprofit treatment agency specializing in caring for emotionally troubled children, adolescents, and families. We are nationally accredited by the Council on Accreditation. New Foundations provides an array of programs to meet the increasing demands for quality children and family services.

Our Vision
It is our sincere goal to secure the future for children and families by doing whatever it takes to serve at-risk children and families. With that goal in mind, New Foundations offers both intervention and prevention services. Services include several programs of residential care as well as programs designed to work with children and families on an outpatient basis or in their home environments.

Competitive Benefits for Full-Time Employees include:

- Health, Dental, Vision, Life, Short-Term, and Long-Term insurance coverage
- Paid Time off accrued each month
- Overtime pay for specified holidays
- Retirement Plan with company match
- Credit Union membership
- Telemedicine membership giving 24/7/365 access to a doctor for minor illnesses
- A variety of staff team-building events
- Training and certification provided

Position Overview

Under General Supervision, provides routine maintenance for all facilities, including but not limited to grounds, buildings, utilities, equipment, etc. This is a high-demand position that requires the ability to prioritize and remain flexible with the daily schedule in order to accommodate the maintenance needs of the agency.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

- Performs a variety of maintenance and repair work to the interior and exterior of buildings, such as carpentry, minor plumbing, minor electrical, and minor mechanical
- Maintains the ground by mowing lawns, trimming shrubs, and tending to all landscaping needs
- Completes maintenance work orders in a timely manner and maintains accurate documentation
- Painting as needed for repair and ongoing scheduled painting at all locations to maintain buildings in excellent condition
- Sheetrock repair to include replacing when needed and sheetrock finishing
- Order/Pickup supplies as needed with supervisor approval
- Routine maintenance of air conditioning units by replacing filters and assistance in other minor maintenance of units
- Performs minor maintenance on appliances and equipment
- Must communicate any safety concerns immediately to the supervisor.
- Completes building and grounds inspections according to the inspection schedule and makes any repairs as needed
- Must participate in the on-call rotation for after-hours emergencies
- Must maintain a positive and respectful interaction with clients and staff
- Must maintain a valid driver's license and comply with DSS regulatory requirements and agency liability insurance requirements
- Must follow all safety requirements, including using proper PPE when completing maintenance duties
- Required to follow New Foundations' policies and procedures at all times when acting on behalf of New Foundations
- Other duties as assigned by the supervisor

Qualifications

- High School Diploma and one year of maintenance experience
- Practical knowledge of carpentry, electrical, mechanical, and plumbing

Additional Eligibility Qualifications

- Must be at least 21 years old
- Considerable knowledge of various phases of maintenance and custodial work
- Ability to assess routine requirements and develop a working plan to complete those requirements
- Ability to perform manual labor
- Excellent verbal and written communication skills; excellent problem solving and decision-making skills; ability to work autonomously
- Valid Driver's License with a driving record that meets the agency requirements
- Must complete and pass background checks to include criminal history, must not be listed on the DSS Central Registry for child abuse or neglect, and must not be listed on the state or federal Sex Offender Registry. Background checks are completed before hire and annually going forward

How to Apply

Please send resumes and cover letters to:
Lisa Norton, HR Manager – lnorton@newfoundationschildren.com
May apply in person between the hours of 9 am–5 pm M-F
Only qualified individuals will be considered and will be contacted for an interview.