Maintenance Technician

Cleveland Sight Center

**Company Overview**

Cleveland Sight Center’s mission is to empower people with vision loss to realize their full potential, and to shape the community’s vision of that potential. We are constantly enhancing the breadth of our services and the sense of community to be a true partner for life for our clients and their families and caregivers.

The heart of our services is EDUCATION, EMPLOYMENT, and EMPOWERMENT. These form a continuum that underlies all that we do to help our clients achieve the independence to which they strive.

Through our commitment to excellence and innovation we continue to be a national leader in the delivery of services to individuals with vision loss.

**Job Description**

Under the direct supervision of the Director of Facilities and Operations perform equipment and facilities maintenance.

**Skills and Experience**

Minimum 3-years hands-on working in the building trades. Strong knowledge of H.V.A.C., electrical, plumbing, lockout/tagout, MSDS and safety. Skilled with power equipment and hand tools.

**Responsibilities**

1. Open the building at 7:00 a.m. on workdays, sidewalks and entrance by 8:00 a.m. during the winter months.
2. Coordinate room set-ups as per Info-Memo/blue sheets.
3. Perform morning inspections of all Cleveland Sight Center mechanical rooms and equipment and notify the Director of Facilities of any discrepancies or safety issues.
4. Assist Director of Facilities and Operations in Energy Conservation Programs.
5. Monitor and implement a P.M.C., (preventative maintenance calendar) including; but not limited to winterizing the sprinkler system, draining the Cooling Tower, setting-up the snow equipment, life safety items, etc.
6. Be available on a 24-hour, 7 days a week, on call emergency basis.
7. Assign work program and community service help on an as needed basis.
8. Perform all other Facilities duties as may be required by supervisor.

**Education Requirements**

High School Diploma or equivalent. Refrigeration/H.V.A.C. certification or training preferred.

**Diversity and Inclusion Statement**

The Cleveland Sight Center is committed to values of diversity and inclusion in order to create a climate of respect that is supportive to everyone’s individual success. We take a step beyond simple legal compliance in the recruiting process and employment tenure. We strive to provide an environment favorable to the all regardless of age, sex, race, color, national origin, religion, sexual orientation, gender expression, or disability. We recognize that the responsibility for diversity and inclusion lies with all of us at the agency: leadership, administration, staff and volunteers.