



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

MAINTENANCE TECHNICIAN

Department: Building Services	Reports to: Maintenance Manager
FLSA Status: Non- Exempt	Work Status: Full time
Salary Range: \$22.00 - \$25.00 per hour	

About the Organization

The mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. [Learn more about MJF.](#)

Summary/Objective

The Maintenance Technician proactively keeps the MJF buildings and grounds well maintained, clean, safe and in top condition

Schedule

Monday – Friday 6am-3pm multiple locations

- Available off hours for special events and emergencies.

Duties and Responsibilities:

- Understand and follows building opening procedures
- Conduct routine maintenance and repair: duties may include but are not limited to:
 - Routine monitoring of all mechanical systems and operations verified
 - Perform routine preventive maintenance tasks as required, but not limited to the following: drain cleaning, inspect drives, motors, and belts, check fluid levels, replace filters, and follows checklists
 - Diagnosis and repair of equipment as required
- Meeting set-up and tear-down: prepare meeting rooms based on set-up requests; clean up and return to normal status after meetings are concluded
- Incidents: clean-up of museum and MJF incidentals (if needed before cleaning crew arrive)
- Communicates all issues regarding maintenance, cleaning, etc. to maintenance manager
- Responsible for the safety and physical condition of the Helfaer building. Acts as the first contact for the Security Company and handles off hour calls.
- Assists in obtaining quotes and arranging for services of outside vendors as needed.
- Other tasks as directed by the Director of Security and Community Properties or Maintenance Manager.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment & Physical Demands

This position operates in a variety of working conditions including inside and outside work environments, at multiple locations. This is an active role, requiring excellent mobility, vision and dexterity. Individuals may be required to:

- Sit or stand for extended periods of time
- Reach above shoulder heights, below waist or lift as required to complete the job responsibilities
- Proper lifting techniques, ability to read computer screens and the ability to follow written and verbal instructions are required
- Must be able to lift 75 – 100 pounds. Raising objects from lower to a higher position or moving objects horizontally from position to position. This requirement occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Must be able to balance, climb, crouch, grasp, kneel, pull, push, reach, stand and stoop adequately to perform the essential functions of the job.
- Must be able to hear, smell, feel and speak adequately to perform the essential functions of the job.
- Must be able to work inside and outside with exposure to outdoor weather conditions.
- Must be able and willing to climb ladders and regularly work at heights of 6 feet or more.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Education and Experience

- General understanding of building mechanical, electrical and plumbing systems
- General understanding of HVAC repair, CCURE, I-View and computerized program operations.
- Familiarity with Outlook email and calendar

Required Skills/Abilities

- Ability to repair basic plumbing and electrical components
- Ability to meet the challenge of deadlines and prioritize workload
- Willingness to work proactively – a self-starter and can-do attitude
- Ability to work independently, yet embracing a team environment
- Pleasant, cheerful personality with good interpersonal skills

- Highly dependable, organized and punctual
- Excellent planning and communication skills
- While not required, any pool operator certification and/or equivalent experience with pool equipment maintenance and repair would be desirable.

Benefits

This position is eligible for 15 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

To Apply

Please submit your cover letter and resume to HR@milwaukeejewish.org

Equal Employment Opportunity:

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.