



POLICE FEDERAL CREDIT UNION

Position Description

Title: Facilities and Maintenance Technician
Reports to: VP of Operations
FLSA Status: Non-Exempt

Organization Conformance Statement: In the performance of their respective duties and responsibilities all employees are expected to conform to the following:

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and management.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other departments, employees, customers, members, and management.
- Work effectively as a team contributor on all assignments, and have general knowledge of Police Federal Credit Union's operations and services.

Position Purpose: Management of buildings, systems and grounds.

Classification: This is a part-time position (20-30 hours per week) with a potential of up to 40 hours per week. Days and hours of work are Monday through Friday, but occasional Saturday may be required as job duties demand.

Essential Duties and Responsibilities: The following are the essential duties and responsibilities of the position:

- Supervise maintenance and schedule inspections by outside contractors including:
 - ❖ Building cleaning contractor
 - ❖ Grounds maintenance (lawns, gardens, parking lots, and sidewalks)
 - ❖ HVAC contractor
 - ❖ Fire alarm contractor
 - ❖ Snow removal contractor
 - ❖ Elevator contractor
 - ❖ Pest control contractor
- Manage outside contractors for other buildings and grounds maintenance, with advice and consent of KLNB building Management Company whom Police FCU employed. This role will work with KLNB and management closely, to include the following:
 - ❖ Complete basic and minor repairs of in-house electric, plumbing, drywall, and painting needs.
 - ❖ Assure that building operation and maintenance complies with local, state and federal laws.
 - ❖ Develop plans for emergencies (i.e. fire, flood, power failures, etc.).
 - ❖ Oversee building security.
 - ❖ Work with the Branch Manager and VP, Operations to handle facilities supplies replenishment – office supplies, cleaning supplies, and other miscellaneous items to ensure the operation runs smoothly and safely.
 - ❖ Communicate facility information regularly with the staff, VP, Operations and other teams.

- ❖ Utilize sustainable practices whenever practical to mitigate adverse environmental impacts resulting from the maintenance and operation of the buildings and grounds.

Qualifications:

- Knowledge of methods, standard tools, materials, and equipment used in the maintenance of large buildings and grounds.
- Ability, strength, and dexterity to perform basic service repairs to the equipment and grounds and all required tasks.
- Must be able to lift 30 lbs. +
- Effective written and verbal communication skills.
- Strong organizational and time management skills, including ability to use technology to document tasks related to the oversight of the facility.
- Proactive problem solving ability; self-motivated and self-directed.
- Must have personal transportation and be able to timely respond to emergencies, if any.

Work Site: Although the central offices for Police FCU are located in Upper Marlboro, employees may be required to travel to other branch locations on an as needed basis. Company vehicle will be provided in those occasions.

For immediate and confidential consideration, qualified candidates should email cover letter with full name (first, middle, last), current address, resume, and salary requirements to: humanresources@policefcu.org.

We are proud to be an equal opportunity employer

Website: www.policefcu.com