



Maintenance Technician– Full Time

The Orange County Rescue Mission is a Faith based nonprofit

Organization that assists the neediest community members of Orange County. The Rescue Mission is looking for an extra Maintenance Technician to assist our very busy Facility and Maintenance Department with day-to-day building maintenance, operational activities and repairs at any of our Rescue Mission program locations within Orange County. This position will also have a part in providing Christian Faith based job skill training or mentorship to our program students to learn maintenance skills to re-enter the job force towards the end of their program.

Job Duties are (subject to change):

- Perform projects that improve efficiency and/or reduce operating costs with hands-on maintenance related activities including: painting, plumbing, electrical, patching walls, repairing doors, windows, locks, etc.
- Supports the operation of facility equipment and systems regularly to minimize unplanned downtime, to solve problems in a timely manner, and to identify opportunities for improvement.
- Communicates regularly with direct supervisor to ensure good two-way communication concerning maintenance issues.
- Communicates directly with direct supervisor to coordinate maintenance and repair work in process.
- Tracks and Reports accurate data on repair projects into computerized maintenance management data system for tracking work orders and maintenance history of RM and Hurtt facilities.
- Tracks and Reports accurate inventory information of all tools and building supplies as needed.
- Ensures that all equipment is in proper working order.

Minimum Qualifications:

- A personal relationship with Jesus with good working knowledge of the Bible, completed and signed OC Rescue Mission employment application with a signed Statement of Faith and member of a Bible believing church.
- An Associate's Degree or Technical School Certificate in Facilities/Maintenance Repair. An educational equivalency may be requested with a High School diploma and more related work experience. Please ask.
- A minimum of 1-2 years' work experience in a maintenance or facilities type position with proven general "handy-man" talents and skills e.g. excellent troubleshooting, problem-solving and follow-through skills.
- Requires sound judgment regarding use of equipment, tools, material, and manpower.
- Skill in operation of motorized vehicles, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for repairs and routine maintenance.
- Good physical condition, able to lift 50 lbs. safely.
- Excellent organization and administrative skills with the ability to prioritize requests, follow procedures and keep accurate records.
- Basic Typing skills with the knowledge and ability to use Microsoft software programs like Word, Excel, Outlook and Internet Explorer). Entering info, database entry, reporting and maintenance.
- Ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, while remaining professional, flexible, proactive, resourceful, confidential and efficient.
- Strong decision making ability, problem analysis and solving skills.
- Excellent communication skills in verbal or written and customer service with all staff, students, volunteers and guests in person and on the phone.
- Maintains an acceptable driving record (in accordance with our insurance carrier, less than 2 DMV points on driving record), Class B driver's license preferred.

To apply for this position you must complete an application and the Statement of Faith. Please take the application link to the OC Rescue Mission Employment website to find the job link www.rescuemission.org/employment. You may also obtain an application at our main office at 1 Hope Drive, Tustin, CA 92782. Please submit any hard copy applications in person, by mail (attention Human Resources) or fax (714)566-6461. Salary is contingent on experience and full benefits will be offered at the time of hire. This position is open until filled.