

**Job Description:**

The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disaster and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement. The American Red Cross is the foremost volunteer emergency service organization in the United States with more than 590 chapters nationwide.

We are currently seeking a part-time **General Maintenance Technician** to work in our **Great Falls, MT**, location. This position is 24 hours/week.

Under close supervision, perform repairs and maintenance in plant or office facilities, or on machines and equipment. Typically perform work in one or more of the maintenance trades: carpentry, plumbing, painting, machine and equipment repair, electrical, sheet metal fabrication, and welding. Conduct routine, periodic, or special inspections to determine repair and maintenance work necessary to prevent breakdowns of facilities, machinery, and equipment. Use hand and power tools to test, inspect, troubleshoot, and repair machines and equipment. Use blueprints, sketches, layouts, wiring diagrams, drawings, and specifications. Provide support, development and/or leadership guidance to all volunteers.

Perform all duties and responsibilities in compliance with standard operating procedures and other applicable Federal, State and local regulations.

**Responsibilities:**

- 1: Maintain and repair organization's facilities and properties involving routine tasks and responsibilities. Paint structures and equipment as needed. Install and correct minor electrical, plumbing, carpentry, and structural problems. Document installation and repairs as required by regulatory agencies. Operate and service boilers, chillers, motors, fans, pumps and related mechanical equipment. Repair appliances and equipment.
- 2: May move and store furniture and equipment.
- 3: Estimate time and material costs of various projects. Requisition new supplies and equipment.
- 4: May plant and tend flowerbeds. Prune shrubs and trees to enhance growth and appearance. May water lawns, shrubs and flowerbeds. May spray trees, lawns, shrubs and flower beds with fertilizer and insecticides. May rake and remove fallen leaves. May sweep external walkways and staircases. May remove snow using power removal equipment or shovel. Apply snow-melting

chemical when necessary on company roads, walkways and outside staircases. May keep drainage ditches and culverts free of obstructions.

5: May drive vehicle to other locations.

6: Perform all work in accordance with established safety procedures.

Scope: Continue learning aspects of the job. Work on task-oriented assignments. Contact primarily within immediate work unit.

**Qualifications:**

**Education:** High School or equivalent required. May require a trade license.

**Experience:** 1 year of related experience preferred. Related experience includes skill and knowledge of painting, HVAC, carpentry, plumbing, masonry and electrical work.

**Management Experience:** N/A

**Skills & Abilities:** May require a valid driver's license and clean DMV record. Must have basic writing and communication skills. May be required to have basic computer skills. May have on-call duties. Ability to work on a team.

**Travel:** May drive vehicle to other locations.

\* Combination of candidate's education and general experience satisfies requirements so long as the total years equate to description's minimum education and general experience years combined (Management experience cannot be substituted).

**Physical Requirements:** Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear. Regularly lift and/or move objects 10-50 lbs. frequently; lift and/or move objects that weigh more than 100 lbs. with assistance or the use of a powered industrial truck. Frequently required to push carts weighing up to 250 pounds on flat flooring or ramps. Frequently required to stand, walk, stoop, kneel, crouch or crawl. Occasionally required to sit and climb or balance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus. Able to move/lift up to 50 lbs. unassisted. Ability to use a variety of hand and power tools and work with a variety of chemicals and solvents. Position may require climbing of ladders for top-level selection. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The above statements are intended to describe the general nature and level of work

being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

***Apply now! Joining our team will provide you with the opportunity to make a difference every day.***

*The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*