



PTSD FOUNDATION  
OF AMERICA

# Facilities Maintenance Technician

The PTSD Foundation of America is seeking a full-time maintenance technician for its Camp Hope operations. Our Mission is to bring hope and healing to Combat Veterans and their families suffering from the effects of combat-related Post Traumatic Stress. Providing a safe living environment is essential to the resident's healing process. This position is part of the operations team that identifies and assists in repairing grounds and facility maintenance issues on Camp Hope.

**Job Description** This entry-level position will perform inspections, general maintenance, and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. The incumbent at times may be responsible for the supervision of volunteers and may also work alongside lower-level employees in carrying out and overseeing work details. Individuals assigned to this position will perform manual labor and operate equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable state, local, and federal laws, rules, and regulations that apply to campus facilities' operations and maintenance. This individual must be comfortable working in a challenging fast-paced environment. Have a positive and energetic attitude towards others and take initiative in the absence of direct supervision.

## Responsibilities:

- Conducts daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting, floor tile, window, drywall replacement, and/or repairs.
- Performs basic cleaning, maintenance, and repairs of equipment, including plumbing, heating, and kitchen systems as needed.
- Troubleshoots problems with facilities and equipment, including HVAC and electrical systems, and when a non-routine issue is found, may need to coordinate a contractor to perform repairs.
- Monitors and recommends improvements to preventive maintenance programs designed to retain buildings, grounds, and equipment in safe operating condition.
- Performs minor electrical repairs, including the replacement of electrical outlets.
- Visual inspects paint, carpentry, plumbing, electrical, and other mechanical maintenance, and construction work performed by private contractors, custodial, or maintenance employees to ensure work is conducted and completed in a satisfactory manner.
- Tracks inventory and when necessary, orders cleaning supplies, fuel, and parts for equipment and buildings.
- Assist the Construction Manager in planning repair work using building blueprints, drawings, or equipment manuals.
- Creates and maintains basic records and reports relative to the work performed and schedules repairs when necessary.
- Discusses maintenance, repair, and operational needs with the Construction Manager.
- Loads and unloads materials and supplies and records goods received and shipped.
- May have contact with the public, directors, administrators, and other staff.
- May be required to drive vans and buses.
- Performs other related duties as assigned.
- Understand and maintain familiarity with crisis protocols.
- Respond to crises as they occur on campus.
- Complete the necessary paperwork involved in documenting the crisis.
- Bring necessary situations to the appropriate supervisor(s) immediately.
- Ensures adherence to the rules and regulations of Camp Hope.
- Additional duties and special projects as assigned.



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## Other Job Functions:

- Able to work planned and unplanned hours in support of a 24/7 operation, including nights, weekends, and holidays as needed.

## Top Tier Qualifications:

- OSHA-10 Certification
- HVAC Certification
- Skilled trades journey-level experience as a carpenter, electrician, mason, plumber, and/or heating, ventilating, and air conditioning installers.
- Veteran Preference

## Basic Qualifications:

- High School Diploma or GED
- Minimum 2 years of facilities, grounds, and maintenance experience
- Ability to move around the property to work on various assignments.
- Operate a forklift.
- Ability to read drawings, building blueprints, and equipment technical manuals.
- Working knowledge of basic word processing, email, and spreadsheet programs is a plus.
- Able to work in a team environment with Operators, Mechanics, Engineering/Technical Support, and other contracted crafts.
- Good written and verbal communication skills; speak, read, and write English fluently.
- Self-care activities that encompass self-preservation of mind, body, soul, and spirit to maintain safety, competence, and continue personal and professional growth.

## Physical Requirements:

- Requires unassisted regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 50 pounds of force.
- Stand and walk for extended periods of time repeating the same movements with or without reasonable accommodation.
- Climb, bend, reach, stoop, kneel, and stretch for extended periods with or without reasonable accommodation.
- Work requires close vision, distance vision, depth perception, color perception, and peripheral vision.
- You are willing and able to work in an environment that has extreme temperatures, humidity, hazardous/loud equipment, and slippery surfaces.
- Work requires occasional exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.

## Compensation: The PTSD Foundation offers the following:

- Salary: \$18.50-\$21.50 per hour
- Non-Exempt Employee
- Medical, Dental and Vision benefits
- Life Insurance
- 403 (B) Retirement Program