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Serving Northern New Mexico Since 1978

945 Salazar Road
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Job Title: Maintenance Technician

Reports To: Operations Director

Hours: 20 hours per week (flexible schedule required: occasional weekends, and overnight on-call as needed)

Salary: \$17-\$20/hour

Classification: Part-Time, Non- Exempt

Minimum Age Requirement: 18 years or older

Background Requirements: Must pass a criminal background check, and pre-employment drug screening

About Community Against Violence (CAV)

Community Against Violence (CAV) works to foster and support a community free from all forms of domestic and sexual violence. CAV provides advocacy, counseling, support groups, children's services, community prevention programs, and outreach. CAV also operates an on-site emergency shelter for adults and their children, as well as short- and long-term transitional housing programs.

SCOPE OF POSITION:

The Maintenance Technician is part of the facilities team and is responsible for the upkeep, repair, preventive & general maintenance of CAV buildings, grounds, equipment, and vehicles. This role supports the safety, functionality, and cleanliness of all CAV facilities to ensure a secure and welcoming environment for clients, staff, and volunteers.

Primary Responsibilities

Facilities Maintenance & Repairs

- Perform preventive & general maintenance, and repairs to equipment, buildings and grounds, and assist with minor construction projects.
- Respond to daily work orders and maintenance requests promptly and professionally.
- Conduct routine and preventive maintenance according to established schedules.
- Assist with facility expansion, or remodeling projects within the scope of skills.
- Maintain cleanliness of offices, property grounds, parking lots, landscaping, and dumpster areas
- Maintain a clean and professionally organized workshop and tool storage area.
- Perform other duties as assigned by the Operations Director, members of the Leadership Team, or the Executive Director.

Safety & Security

- Monitor safety and security systems: including fire suppression, glass-break detectors, ingress/egress devices, and other facility safety equipment.

- Possess the knowledge and skill to safely use power tools, and other maintenance & grounds keeping equipment.
- Demonstrate good situational awareness to ensure personal safety, client safety, and environmental safety when working with tools, and chemicals, and in extreme weather conditions.
- Perform basic maintenance and troubleshooting for safety/security systems to ensure full functionality.
- Work to maintain compliance with state building and fire codes.
- Support safety and emergency protocols for shelter, administrative buildings, and Thrift Store.

Operational Support

- Pick up Food Depot supplies, and other donations, as requested by the Operations Director, or other Leadership Team members.
- Assist with moving furniture, supplies, and client belongings as needed.

Client-Centered Support

- If direct-service staff are temporarily unavailable, offer a calm, friendly presence for clients until an advocate can step in.
- Always uphold strict confidentiality and CAV policies.

Teamwork, Training & Organizational Participation

- Attend monthly staff meetings and staff retreats as required.
- Be cross-trained in other areas of CAV support services; assist in cross-training others for backup coverage of maintenance tasks.
- Participate in at least three agency events per year.
- Participate in supervision, including situational supervision, to address the impacts of working with survivors of trauma.
- Proactively seek personal support to mitigate compassion fatigue.
- Perform other duties as assigned by the Operations Director, members of the Leadership Team, or the Executive Director.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Maintenance Assistant must be able to:

1. Bend, stoop, squat, crawl, climb, kneel, and maintain balance.
2. Frequently use hands to utilize tools and equipment, and to move objects; must be able to reach above shoulder height.
3. Stand or walk for extended periods; occasional sitting required.
4. With proper attention to body ergonomics, safely lift, carry, push, or pull 50-750 lbs. as needed.

5. Operate a computer, office equipment, and hand/power tools with sufficient hand–arm–finger dexterity.
6. Read gauges and digital screens with adequate visual acuity.
7. Communicate effectively in person, over the phone. and via email.

Minimum Qualifications

- High School Diploma/GED required.
- One-year technical school certification, or equivalent combination of education and experience in facilities maintenance, including repairs, preventive maintenance, and support for facilities improvements.
- Proficiency with Microsoft Office and basic internet use.
- Ability to complete 20 hours of provider-specific training at hiring, plus 10 hours of annual ongoing training related to domestic violence, sexual violence, or related fields (e.g., NMCADV, CSVANW, VOCA, VAWA).
- Must be 18 years or older.

Community Against Violence (CAV) is an Equal Employment Opportunity employer. We are committed to a workplace that is inclusive, respectful, and free from discrimination. All individuals are eligible for employment, advancement, and all terms and conditions of employment without regard to race, color, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, age, disability, serious medical condition, veteran status, marital status, genetic information, or any other characteristic protected by law.

CAV strictly prohibits retaliation against any employee or client who files a grievance, makes a complaint, participates in an investigation, or raises concerns about discrimination or harassment. Reasonable accommodations are available for applicants and employees with disabilities.