

JOB POSTING

The Florida United Methodist Children's Home
is currently seeking applicants for the following position.

Maintenance Telecommunications Technician

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The Maintenance Telecommunication Technician position is responsible for both technical and administrative support duties in the maintenance department. Technical abilities are in the areas of telecommunications, cabling, audio/visual, access and alarm systems. Administrative duties include use of the PM Worx software which involves job requests, inventory tracking, scheduling/tracking of routine maintenance tasks, periodic inspections and associated reporting and the administrative duties associated with project completion, including job checklists, monitoring and progress reporting. General support of the maintenance team in various areas is performed as needed. The Maintenance Telecommunications Technician reports to the Maintenance Coordinator.

EDUCATION

Minimum of a high school diploma or GED

QUALIFICATIONS

- Experience and ability with telecommunications, A/V, access and alarm systems
- Minimum of 5 years experience in a Maintenance or similar business environment
- Highly organized, attention to detail
- Demonstrated Competence in Microsoft Office software, including strong Excel & Outlook skills
- Strong initiative and persistence
- Ability to communicate effectively, both orally and in writing
- Strong customer service orientation
- Demonstrate ability to work effectively with co-workers and with supervisor
- Suitable by character and personal habits to work around children who reside in the group care program
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs and repairs phone, alarm, A/V, and access systems as required
- Monitors PM Worx job requests, distributes assigned job tickets, tracks completion
- Updates the inventory of parts and equipment
- Completes needed Purchase Requisitions for approval and procurement of supplies
- Completes/updates Facilities Progress Reports as required
- Conducts periodic inspections and reports results
- General support of all maintenance areas as required
- Maintains and supports a safe work environment for self, coworkers, residents, volunteers and visitors
- Will be cross-trained and responsible for other duties as may be assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

Equal Opportunity Employer, Drug Free Workplace.

To apply: e-mail resume to jobs@fumch.org, or Fax to (386) 668-3363, Attn: Human Resources.

If you know of anyone interested in the above position, please tell them to send a resume to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources