

PROJECT ROW HOUSES

PROJECT ROW HOUSES (PRH)

Position: Maintenance Technician
FLSA: Non-exempt

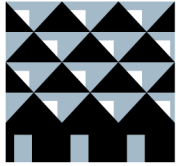
ABOUT THE POSITION

The **Maintenance Technician** is a full time, hourly position reporting to the Facilities Director. This person has an important role in the successful functioning of Project Row Houses which includes 39 properties situated on approximately five city blocks in Houston's Historic Third Ward. The Maintenance Technician ensures all systems are maintained, creating a safe and secure environment, and that the site's appearance reflects the care we take in presenting all aspects of the organization's programs and exhibitions. The position is responsible for effective and efficient monitoring and operation of the site including all HVAC, plumbing, electrical and mechanical systems. Under the supervision of the Facilities Director, this person will coordinate and evaluate organization operations, policies, procedures and to ensure proper maintenance and safety procedures are implemented to safeguard staff, visitors and PRH property. The Maintenance Technician also supports all PRH's programming and events including set-up and breakdown.

ABOUT PRH

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities. PRH programs touch the lives of under resourced neighbors, young single mothers with the ambition of a better life for themselves and their children, small enterprises with the drive to take their businesses to the next level, and artists interested in using their talents to understand and enrich the lives of others. Although PRH's African-American roots are planted deeply in Third Ward, the work of PRH extends far beyond the borders of a neighborhood in transition. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

START DATE: As soon as possible.
Open until filled. Candidates will be reviewed on a rolling basis.



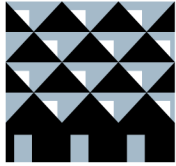
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor, maintain and ensure the optimal health and function of each property including HVAC, plumbing, electrical and mechanical systems.
- Oversee preventative maintenance and risk management programs that ensures all assets are managed in accordance with industry best practices in an aging historic facility.
- Provide facility maintenance and repair on both an as needed and regularly scheduled basis throughout the site's owned facilities by conducting regular inspections of buildings and grounds making recommendations for improvements and repairs.
- Respond to emergencies and unforeseen incidents.
- Support the demands of all PRH related programming, community engagement and community enrichment activities.
- Schedule site visits for rental properties and special events as needed.
- Ensure the working order of all equipment fixed and portable--lighting, plumbing, electrical, audio-visual.
- Assist with managing a diverse groups of volunteers for maintenance and repair tasks.
- Assist with the external and internal events operations functions, including set up, break down, and event logistics, in collaboration with event program and project managers.
- Establish and maintain good working relationships with outside vendors and the public.
- Assist with opening and closing of organization properties as needed.
- Respond to and complete work orders in a timely fashion.
- Making pick- ups and deliveries as needed for maintenance, office and housekeeping and special event supplies.
- Coordinating the set up and break down of all rental spaces and events.
- Adhering to the preventive maintenance schedule provided by the Facilities Director.
- Support and attend all staff required events, such as staff and department meeting, community engagement activities, galas and all other seasonal events.
- Be available on call after hours to assist with emergencies as needed.
- Perform other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Combination of experience and/or formal training in HVAC and Mechanical, Electrical and Plumbing systems and overall facility maintenance.



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- Working knowledge of plumbing, carpentry, electrical, safety procedures, and cleaning supplies/equipment.
- Effective and excellent communication, written and verbal, and interpersonal skills.
- Demonstrated ability to plan, prioritize and problem solve effectively.
- Must exhibit mobility in order to monitor and maintain systems organizations wide and to the meet the daily demands
- Must provide a high level of security in a manner reflecting a commitment to the organizations mission and values.
- Ability to work both independently and with a diverse group of staff, volunteers, vendors, as well as the general public.
- Willingness to proactively seek additional training and certification as needed.
- Passion for the mission, vision and values of Project Row Houses.

REQUIREMENTS

- Valid Driver's License
- Must be 18 years or older
- Ability to work in both interior and exterior temperatures and conditions.
- Ability to work various shifts including, evenings, weekends, and holidays
- Must have the finger dexterity and general ability to operate mechanical and office equipment as well as power tools (mowers, blowers, chainsaws, electric clippers, blowers, power washers, paint sprayers etc) as necessary.
- Ability to lift items weighing up to 70 lbs.
- Ability to balance, reach, stand, stoop, bend, and climb ladders
- Ability to work in extreme weather conditions for extended periods of time
- Ability to stand and walk for long periods of time including maneuvering up and down ladders and stairs
- Excellent communication, time management and organization skills
- A high level of self-awareness, receptivity to change and integrity
- Energy and enthusiasm for the mission of PRH

EDUCATION/EXPERIENCE: Minimum of 3-5 years experience in maintenance, facilities, HVAC, plumbing, or a related field required. HVAC and/or OSHA Certification preferred.

HOW TO APPLY: Please send a resume to Candy Smith (csmith@projectrowhouses.org). No phone calls please. Applicants whose candidacy is being considered will be contacted.

PRH is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.