

Job Title: Maintenance/Environmental Services Technician (Maint/EVS Tech)

Department: Operations

Reports To: Director of Operations

Employment Status: Full-Time

FLSA Status: Non-Exempt (Hourly)

Why Work Here?

At Townhall II, the work you do truly matters. As a Maintenance/Environmental Services Technician, you play a vital role in ensuring a clean, safe, and functional environment for clients, staff, and visitors.

We offer more than just a job—we offer a meaningful career where you can grow both personally and professionally.

When you join our team, you will:

- **Make a Real Impact** – Provide immediate support and guidance to individuals in crisis
- **Develop Lifelong Skills** – Build expertise in crisis intervention, active listening, and behavioral health
- **Be Part of Something Bigger** – Join a mission-driven organization dedicated to supporting the community
- **Grow Your Career** – Ongoing training, supervision, and advancement opportunities
- **(Full-Time) Enjoy Competitive Benefits** – Including medical, dental, vision, paid time off, and more

Position Summary

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Responsibilities may change at any time based on business needs.

The Maintenance/Environmental Services Technician is responsible for maintaining the cleanliness, safety, and functionality of Townhall II facilities, grounds, and equipment. This

role combines environmental services duties with general maintenance tasks to support a safe and comfortable environment.

The ideal candidate is dependable, detail-oriented, and capable of working independently while maintaining high standards of cleanliness and safety.

Key Responsibilities

Environmental Services (EVS) / Housekeeping

- Perform routine cleaning and disinfection of offices, restrooms, common areas, hallways, and other assigned spaces
- Collect and dispose of trash, recycling, and hazardous materials (with proper training and PPE)
- Sweep, mop, vacuum, and maintain floors and carpets
- Clean windows, walls, and doors
- Restock supplies such as paper products, soap, and linens
- Maintain and properly store cleaning equipment and supplies
- Follow infection control procedures and safety guidelines
- Report maintenance issues, hazards, or equipment concerns to supervisor

Maintenance

- Perform general building maintenance and minor repairs, including:
- Plumbing: Unclog drains, repair leaks, minor fixture repairs
- Electrical: Replace light bulbs, covers, and minor switch repairs
- HVAC: Change filters, clean vents, report malfunctions
- Carpentry: Drywall repair, painting, door and hardware repairs
- Conduct routine inspections of buildings and grounds
- Complete preventative maintenance tasks
- Troubleshoot basic mechanical and facility issues
- Assist with room setup and breakdown for meetings or events

- Maintain outdoor areas (litter removal, mowing, snow removal, de-icing, etc.)
- Monitor inventory and request supplies as needed
- Document maintenance activities and completed work
- Respond to maintenance requests in a timely manner

General Duties

- Follow all safety policies and use Personal Protective Equipment (PPE) appropriately
- Communicate effectively with staff and supervisors
- Work independently and collaboratively as part of a team
- Manage time and prioritize tasks efficiently
- Participate in training and professional development
- Perform other duties as assigned

Qualifications

Education & Experience

- High school diploma or GED required
- Experience in maintenance or environmental services preferred (healthcare or institutional settings a plus)

Required Skills & Abilities

- Basic knowledge of plumbing, electrical, HVAC, and general repair
- Familiarity with cleaning equipment, chemicals, and safety procedures
- Ability to read and follow Safety Data Sheets (SDS)
- Strong attention to detail and commitment to safety
- Ability to work independently and as part of a team

- Good communication and interpersonal skills

Pre-Employment Requirements

- Successful completion of background check and drug screening
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Work Environment & Physical Requirements

- Work performed in indoor and outdoor environments
- Requires standing, walking, bending, lifting, and repetitive motion
- Ability to lift up to 50 pounds unassisted
- May require evening, weekend, or holiday work depending on facility needs

Townhall II is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, military status, sexual orientation, gender identity, or any other protected status in accordance with applicable federal, state, and local laws.

Employment with Townhall II is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

Townhall II provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. If you need assistance or an accommodation during the application process or in the performance of this role, please contact Human Resources.

Accepting applications through May 8, 2026.

Submit Resume to: Townhall II, Maintenance/Environmental Services Technician

Human Resources Department

155 N. Water St.

Kent OH 44240