



Ronald McDonald House Charities New York Metro - Facilities Technician

Organization Overview: Ronald McDonald House Charities New York Metro (RMHC NY Metro) is a 501(c)(3) nonprofit providing a home-away-from-home for families with children undergoing medical treatment. Located in New Hyde Park, NY, RMHC offers comprehensive support to families during challenging times.

Position Summary: The Facilities Technician is critical in ensuring that RMHC NY Metro's facilities are safe, clean, and fully operational to meet the needs of residents, staff, and volunteers. Reporting to the Facilities Manager, this role involves performing routine maintenance, repairs, and inspections, as well as coordinating upgrades and refurbishments with contractors and the Operations Team.

Key Responsibilities:

- Perform daily maintenance and repairs, including plumbing, electrical, mechanical, and carpentry tasks.
- Conduct regular building and grounds inspections to ensure upkeep, safety, and compliance with health and safety standards.
- Complete work orders and maintain documentation of all maintenance activities and schematics.
- Schedule and oversee preventive maintenance, managing supplies and equipment effectively.
- Collaborate with House staff, including Family Services, Family Room Manager, and volunteers, to address facility needs.
- Monitor and manage the condition of furniture, fixtures, and equipment, coordinating replacements or repairs as necessary.
- Oversee pest control efforts and ensure the facility is maintained per organization policy.
- Inspect and approve the work of vendors and contractors; recommend necessary facility improvements, under the direction of the Facilities Manager.
- Maintain cleanliness and organization of storage areas and workshop spaces.
- Coordinate and assist housekeeping as needed.
- Provide support for on- and off-site events, including setup, AV needs, and breakdown.
- Demonstrate flexibility by supporting charity events as needed.
- Ensure safety protocols, including fire safety, are up-to-date and train staff as necessary.



- Respond to emergency maintenance requests and troubleshoot mechanical, electrical, and plumbing issues.

Required Knowledge, Skills, and Abilities:

- 3-5 years of experience in facilities maintenance, with strong knowledge of HVAC, plumbing, electrical, carpentry, and general building skills.
- Basic IT/AV knowledge and proficiency with Microsoft Office.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Self-directed with effective problem-solving and decision-making abilities.
- Excellent interpersonal and communication skills for working with people of diverse backgrounds.
- Valid driver's license, with a clean driving record, and experience driving larger vehicles.
- Physically able to perform duties, including standing for extended periods, lifting to 75 pounds, climbing ladders, and bending frequently.

Working Conditions: This position requires physical effort, including standing, climbing, bending, and lifting, and the ability to communicate effectively in a team environment.

This role offers a rewarding opportunity to make a difference in the lives of families in crisis, maintaining a safe and welcoming space for all.