



## FOR OAK CLIFF REQUEST FOR PROPOSALS

### **About For Oak Cliff:**

For Oak Cliff provides culturally responsive programming to liberate South Oak Cliff from systemic oppression by creating a culture of education and improving social mobility and social capital. We accomplish our mission in partnership with our community through our four pillars: Education, Arts, Community Building, and Advocacy.

### **Overview:**

Do you enjoy maintaining buildings, grounds and equipment to keep the business operating efficiently? If so, then the Building Maintenance Technician is the job for you! You will play a key role in ensuring For Oak Cliff has safe, compliant and maintained facilities and grounds to continue achieving its mission. The Building Maintenance Technician should expect to be contacted for approximately two days (~10 hours) a week and the range FOC is looking to contract at is \$25-30/hour. The contractor will be responsible for invoicing FOC for service rendered. This is not a benefits-eligible position. The contractor can expect to begin working with FOC as early as June 2024. FOC may decide to open a full time, W-2 position in 2025 depending on the organization's needs.

### **Duties & Technical Skills Required:**

- Troubleshoot and repair minor problems with building, mechanical, HVAC, and electrical systems.
- Perform preventive maintenance techniques to ensure equipment reliability and safety.
- Replace lights and ballasts in fluorescent fixtures while upgrading to higher efficiency retrofit.
- Repair plumbing fixtures, unclog drains and maintain plumbing systems.
- Perform minor fixes such as repairing broken locks, filling gaps on walls, hanging items, etc..
- Deliver, move and Install appliances, shelves, and other equipment as needed.
- Collaborate with internal staff and trade professionals to ensure quality service delivery.
- Report to a Director of Operations for issues, maintenance, and project/task completion.
- Maintain routine records of all inspections, maintenance and repairs performed on any equipment or system, within computer based management systems.
- Collaborate with the Director of Operations to contract trade professionals for major repairs.
- Read and interpret technical drawings, blueprints, and schematics.
- Maintain storage and organization of rooms, closets, and other operations related areas.
- Perform minor cleaning duties such as mopping, trash removal, and sweeping as needed.
- Understand and maintain compliance with codes, regulations, and safety standards.

### **Communication, Teamwork, and Safety:**

- Effective communication skills to collaborate with colleagues and supervisors.
- Ability to work independently and as part of a team to solve problems and complete tasks.
- Adhering to safety protocols and regulations to maintain a safe work environment.
- Develop other relevant safety practices and procedures as needed.



## **Role Qualifications:**

### **Required Education and Qualifications:**

- Alignment with our values of Courage, Liberation, Love, and Wisdom and mission statement.
- Passion for creating positive change in the Superblock.
- High school diploma or equivalent.
- 1 year building maintenance, custodial, general or labor experience
- Ability to use and maintain power tools, hand tools and equipment.
- Ability to work independently and collaboratively to achieve operational excellence.
- Knowledge and observance of safety precautions.
- Excellent interpersonal and customer service skills.
- Valid driver's license and acceptable driving record.
- Must be able to pass a background screening in compliance with company policy.

### **Special Requirements:**

- Ability to formulate and provide invoices for services rendered to For Oak Cliff.
- Ability to work varying shifts including long hours, after hours, and weekends when necessary.
- Transportation to work across various facility locations.
- Ability to work in fast paced environments.
- Perform other duties as necessary and assigned.

### **Physical Requirements:**

- Required to perform moderate physical work and regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move 75-100 pounds.
- Exposed to all weather conditions when conducting outdoor activities.
- Subject to minor injuries when conducting and participating in sport activities.
- May require long periods of standing, walking, bending, twisting, reaching, squatting, carrying, dragging, holding, pulling, pushing, and lifting when setting up and conducting recreation programs or sports activities.

### **Preferred:**

- Resident or native of the Superblock within our targeted 75216 zip code.
- Vocational training or an associate degree in maintenance, electrical systems, or a related field.
- Completion of apprenticeship programs for both electrical and mechanical systems is beneficial.
- Painting skills and plumbing knowledge preferred.
- Technical or trade school classes in related field preferred.
- Basic carpentry skills and electrical knowledge preferred.
- Conflict resolution and/or peacekeeping experience.
- Bilingual is a plus but not required.
- Open to being on-call for facility emergencies.

### **Supplemental Information**

- Occasional exposure to hostile program participants.

**How To Submit Proposal:** Interested in this role? Please email your proposal (or resume) to [amber.brown@foroakcliff.org](mailto:amber.brown@foroakcliff.org) with the subject line "Building Maintenance Technician".