



COPPER SHORES

COMMUNITY HEALTH FOUNDATION

Maintenance Technician

POSITION SUMMARY

Copper Shores is seeking a reliable and skilled Maintenance Technician to support the upkeep of our facilities and grounds and ensure that all buildings, program spaces, grounds and agency vehicles remain safe, functional and welcoming for clients, staff and visitors. This role blends hands-on maintenance, preventative care, safety compliance, and operational support across multiple systems—including our Meals on Wheels commercial kitchen equipment, HVAC and various security and health safety systems. This position will act as a liaison with contracted support. The ideal candidate is self-motivated, dependable and able to work independently.

GENERAL RESPONSIBILITIES

- Perform routine and corrective maintenance on building systems including HVAC, electrical, plumbing, lighting and structural components.
- Conduct regular walkthroughs of program and office spaces to identify safety concerns, accessibility issues and needed repairs.
- Complete minor carpentry, painting, drywall repair and general upkeep to maintain a clean, safe and client-ready environment.
- Respond to maintenance requests with urgency and in relation to program schedules, client-confidentiality and program requirements.
- Support facility improvements that enhance comfort, dignity and safety for clients and staff.
- Maintain outdoor areas including lawns, landscaping, walkways, parking lots, and outdoor program spaces.
- Ensure grounds are safe, accessible and welcoming, with attention to the needs of clients who may have mobility challenges.
- Operate typical grounds maintenance equipment such as mowers, blowers, snow removal equipment, hand and power tools necessary for the performance of routine and seasonal tasks such as mowing, trimming, leaf removal, snow plowing, salting and irrigation checks.
- Conduct routine inspections and preventive maintenance on agency vehicles used for client transport, outreach and program operations including: performing and/or coordinating oil changes, tire rotations, fluid checks, brake inspections, minor repairs, weekly refueling, exterior washing and interior cleanliness of the vehicles.

- Maintain accurate service logs and ensure vehicles meet safety and licensing requirements.
- Perform preventive maintenance, calibration and minor repairs on commercial kitchen appliances used for client meals and nutrition programs.
- Monitor performance of ovens, ranges, dishwashers, refrigeration units, steamers and other food-service equipment.
- Coordinate vendor service for specialized repairs and ensure compliance with health and sanitation standards as necessary to support the smooth and continuous operation of the commercial kitchen.
- Conduct routine inspections and testing of fire suppression systems, including hood systems, extinguishers, alarms and emergency lighting.
- Coordinate required inspections with certified vendors and maintain documentation for licensing, audits and accreditation reviews.
- Support emergency preparedness by participating in and facilitating routine safety drills required by funders licensing bodies or state regulations.
- Maintain accurate records of inspections, maintenance activities and compliance documentation for audits, licensing and accreditation.
- Assist contractors during major repairs or seasonal servicing and maintain detailed logs of inspections and repairs.
- Assist with room setups, furniture moves and logistics for program activities, community events and client services.
- Support urgent repairs, storm cleanup and emergency facility needs.
- Attend trainings and/or meetings as required.
- Other duties as assigned.

QUALIFICATIONS

- Experience in facility maintenance, groundskeeping, mechanical systems or automotive service
- Basic knowledge of HVAC, plumbing, electrical, carpentry and general repair work
- Ability to operate and maintain lawn care equipment and snow removal tools safely
- Familiarity with basic safety procedures and compliance requirements preferred
- Strong problem-solving skills and attention to detail
- Ability to work independently and manage time effectively
- Reliable transportation
- Ability to lift 50+ lbs. and perform physical tasks in various weather conditions
- Valid driver's license and Background check clearance

TYPICAL WORK SCHEDULE

Monday through Friday (40 Hour Week) and as needed. May require night and weekend availability on emergency basis.

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full-Time, Non-Exempt hourly position. Copper Shores is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive commensurate on combined experience and education.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Human Resource Director/Compliance
Copper Shores Community Health Foundation
400 Quincy Street
Hancock, Mi 49930
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.

