

Maui Economic Opportunity, Inc.

Job Description



Job Title: Facilities and Grounds Maintenance & Repair Technician
Department: Administration
Reports To: Facilities and Grounds Manager
FLSA Status: Non-exempt
Prepared Date: January 2026
Updated: July 2026
Pay Grade: S23

SUMMARY:

Responsible for assisting with the maintenance, repair, and safety of all MEO grounds, facilities, and equipment. Assists with other projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Facilities Maintenance

- Assists with equipment installation, preventive maintenance, repair, and disposal.
- Checks building, equipment, and grounds to locate conditions indicating the need for repair and maintenance work.
- Reports need for repairs.
- Makes building repairs, including, but not limited to, adjusting and hanging doors; repairing and replacing screens, door locks, bathroom accessories, toilet hinges, and seats; replaces and patches cement floors and concrete and asphalt concrete walkways and driveways.
- Performs woodwork such as removing and replacing cabinets, sink tops, partitions, and steps; and repairing and disassembling furniture.
- Repairs fences and gates.
- Unclogs drains and toilets.
- Sands, paints, and varnishes doors, walls, window sashes, screen frames, furniture, gazebos, and new construction.
- Performs purchase, storage, and inventory of equipment, materials, supplies, and tools.
- Uses a variety of hand tools and some power equipment in the performance of work.
- Operates a vehicle in the transportation of materials.
- Maintains equipment used in maintenance and repair work.

Grounds Maintenance

- Maintains, trims, and edges around walks along the fence line.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Pulls weeds.
- Rakes and bags leaves.
- Cleans grounds and removes litter.
- Empties trash and smokers' bins.

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- Maintains irrigation system.
- Maintains necessary grounds tools.

General

- Works with staff to monitor and maintain safety and health practices and procedures.
- Understands, follows and supports all safety policies and programs; knowledge and use of personal protective equipment (PPE).
- Performs custodial duties in the absence of the building custodian.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to troubleshoot and make repairs as needed.
- Working knowledge of building maintenance and repair and groundskeeping, including safety procedures.
- Ability to use tools, equipment, and materials common to the carpentry, plumbing, and painting trades.
- Working knowledge of Occupational Safety and Health Administration (OSHA) laws and regulations.
- Ability to establish working relationships with appropriate community agencies, and local, state and federal officials.
- Ability to pass a criminal background clearance.
- Organized, detail- and task-oriented.
- Ability to handle many assignments at a given time, prioritize workload and meet the demands and pressures of deadlines.
- Excellent interpersonal skills, which include, verbal, written, and listening.
- Cooperative team player with a desire to help others.
- General knowledge of computer applications including desktop applications and data entry.
- Ability to use standard office machines.



- Ability to work a variety of shifts, which may include occasional weekends.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED and one year related experience, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret OSHA standards, blueprints, and sketches.
- Ability to give and follow oral and written instructions.
- Ability to communicate effectively with vendors and coworkers.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to estimate time and materials needed to perform maintenance, repair, and groundskeeping tasks.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability to relate and interact with children and their families.
- Ability to maintain composure in demanding and/or hostile situations.
- Ability to perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.
- CPR/First Aid certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and smell.
- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

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- Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.