



Private Management for Public Facilities

Job Description

Position: Building Maintenance Technician

Department: Maintenance

Status: Hourly

Reports to: Building Engineer

SUMMARY: Maintains in good working condition all facility equipment and repairs including HVAC, plumbing, painting and minor electrical; lighting and climate control systems; roofing systems; maintenance / cleaning equipment by performing the following duties:.

Essential Duties and Responsibilities

- ❖ Repairs and maintains all facility systems and equipment.
- ❖ Inspects systems throughout facility to detect malfunction or breakdowns.
- ❖ Investigates malfunctions or breakdown of systems to diagnose causes and locate the source of the problem.
- ❖ Implements corrective actions and solutions.
- ❖ Anticipates potential malfunctions or breakdowns and takes appropriate action to prevent and minimize reduction of services.
- ❖ Operates and maintains refrigeration and heating of facility.
- ❖ Maintains equipment including pumps, boilers, and automatic doors.
- ❖ Makes emergency plumbing repairs.
- ❖ Performs minor electrical repairs.
- ❖ Inspects equipment. Records inspections and repairs.
- ❖ Recommends supplies to order to supervisor.
- ❖ Follows procedures for use of Work Orders and SMG Maintenance Manager systems.
- ❖ Adheres to OSHA and other applicable safety codes.
- ❖ Knowledge of safety precautions applicable to building equipment and repair.
- ❖ Performs other duties as assigned by Chief Engineer.

Education and/or Experience

Graduation from high school or the equivalent, and a minimum two (2) years experience in the general operation and maintenance of and equitable facility including HVAC and plumbing.

Supervisory Responsibilities

This position has no supervisory responsibilities

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.

Knowledge, Skills and Abilities

- ❖ Excellent communication, problem solving and organizational skills.
- ❖ Ability to prioritize and to handle multiple projects simultaneously.
- ❖ Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management.
- ❖ Professional presentation, appearance and work ethic.
- ❖ Ability to work with minimal supervision.
- ❖ **Ability to work irregular/extended hours including night, weekend and holiday duties as required.**

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.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-14 hours daily as well as the ability to frequently lift in the excess of 50 pounds. This position is also exposed to adverse conditions including inclement weather, noise fumes etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

I hereby acknowledge and accept all responsibilities as Building Mechanics Technician.

Print Name

Employee's Signature

Date

Supervisor's Signature

Date