

FACILITIES MAINTENANCE TECHNICIAN

DEFINITION STATEMENT

Under general supervision, performs manual work involving building operation, janitorial, and maintenance duties in community buildings assigned.

DUTIES-EXAMPLES OF WORK

This position will assume responsibility for maintaining the Hall of Waters and Bank Building. Performs custodial work in keeping a building, adjacent grounds and equipment in an orderly condition; performs minor repairs to building mechanical equipment; minor plumbing and electrical repairs; carpentry work and painting; monitors heating, boiler, and air conditioning facilities, changes or cleans filters in HVAC systems; replaces door locks as needed; vacuums carpets, sweeps, mops, floor scrubs, strips, and waxes hard floors; dusts and polishes woodwork and handrails; empties and cleans waste receptacles; washes windows and window sills; turns on lights and clears the building in the morning; turns out lights and locks doors and windows to facilitate security; replaces light bulbs; cleans, disinfects and stock supplies in restrooms; maintains grounds by sweeping sidewalks and area around building, reducing litter and leaves; take care of snow removal systems, removes snow from sidewalks and ice treatment as needed; sets up rooms, furniture, and appliances for meetings; reports building repair needs and malfunctions; responsible for working with suppliers in order to maintain inventory of custodial supplies, parts to repair items within their scope, inspect and report building deterioration and needed repairs. Work with vendors to make sure annual boiler and elevator inspections are completed in a timely manner. Meet with Elevator MEI Representative for monthly maintenance and report issues to supervisor. Additional duties as assigned.

This position will also do maintenance as needed to Tenant building located on South Street along with periodic building inspection.

QUALIFICATIONS

Considerable knowledge of boiler system, cleaning methods, materials, and building equipment; considerable knowledge of the hazards involved and safety precautions needed in custodial and building mechanical maintenance work; skill in the use of cleaning equipment and machines; ability to perform moderately heavy manual tasks requiring the full range of body movements; ability to maintain simple records; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with building users and groups.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from High School; some experience in janitorial, building, and mechanical maintenance work is desirable.

Part Time

Starting at \$20.85 per hour

Grade H