



JOB DESCRIPTION

JOB TITLE: Maintenance Technician

PROGRAM / DEPARTMENT: Facilities

REPORTS TO (Title): Facilities Director

FLSA STATUS: Non-Exempt

SUPERVISORY RESPONSIBILITY: None

POSITION SUMMARY: Perform building maintenance and repairs at GUM.

ESSENTIAL FUNCTIONS:

- Perform building maintenance and repairs at the direction of the Facility Director.
- Must be willing to make building repairs to include painting, plumbing, minor electrical, carpentry and preventative maintenance on HVAC and life safety systems.
- Working with the Facility Director daily to ensure that safety and security are a priority.
- Be available for on-call after-hours work on a rotating basis.
- Must have own tools.
- Must be punctual and dependable.

OTHER FUNCTIONS

- Must be able to travel to other local properties to do building maintenance and repairs as the need arises at the direction of the Facility Director. Must have own transportation.
- Must be familiar with running projects and working with contractors when the Facility Director is not available.
- Other duties as the Facilities Director may deem necessary.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

- Tools and equipment such as screwdrivers, wrenches, hammers, etc.

WORKING CONDITIONS

- General office environment, exposure to computer screen
- Warehouse environment, hot/cold temperatures, dust, truck fumes

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- Requires both inside and outside work, including getting on roofs.

PHYSICAL AND MENTAL REQUIREMENTS:

- Speaking, standing, sitting, walking, driving, writing, keyboarding, problem solving,
- Knowledge of property, kitchen, and warehouse equipment
- Judgment and initiative are required in analyzing and evaluating situations.
- Must be able to climb a step ladder.
- Must be able to lift at least 25 lbs. and request assistance when lifting, when necessary, from staff.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School or equivalency
- Two years' experience preferred.

KEY COMPETENCIES:

- Knowledge of standard tools, materials, method, and practices involved in building maintenance and repair including carpentry, plumbing, electrical, and painting.

LICENSES AND KNOWLEDGE REQUIREMENTS

- Valid Driver's License required.

Employee signature

Date

Supervisor/Manager signature

Date