

Maintenance Technician

SWBC is seeking a talented individual to perform general and routine maintenance and repair on the interior and exterior of buildings, building equipment, property grounds, operating equipment, and furniture, to include minor plumbing, HVAC, and electrical repairs, or overseeing these services at any of the company's real estate portfolio locations in the United States.

Why you'll love this role:

Here at SWBC we promote a healthy work environment based upon our Mission and Values. Our ideal employees possess a friendly can-do team-based culture. Our employees experience work-life balance, competitive pay, quality benefits, goal-oriented leadership, company culture, opportunities for professional development, and much more. At SWBC, employees have the opportunity for career advancement!

Essential duties include the following:

- Performs routine interior building maintenance to include painting, replacing ceiling tiles, light bulbs, tile and carpet repair, general carpentry and minor plumbing, HVAC, and electrical repairs in a timely and courteous manner.
- Maintains outside property appearance and equipment to ensure operational performance and operational efficiency and safety to include installing and repairing fixtures and equipment, inspecting, and maintaining fire extinguishers, and performing a variety of maintenance tasks.
- Performs routine inspections of the facilities and equipment to determine repair work or maintenance requirements and provides management with documented reports of inspection finding and preventative maintenance activities.
- Oversees daily cleaning of the building office space to include emptying trash and garbage containers, maintaining the carpets and floors, and keeping lavatories, windows, and desk spaces clean.
- Provides office furniture and equipment moves and set-up support, to include rearranging or setting up meeting and conference rooms, mounting artwork and project screens, and special event set-up and support.
- Maintains and oversees building maintenance and vendor activities at local or out-of-town projects, to include remodeling and reconfigure of existing or build-out services.
- Performs all other duties as assigned.

Serious candidates will possess the minimum qualifications:

- High School Diploma or GED required.
- Bilingual preferred.
- Minimum of three (3) years of experience in building maintenance, general carpentry, plumbing, HVAC, and electrical repairs activities.
- Able to operate general carpentry, plumbing, HVAC, and electrical hand tools and power tools.
- Able to operate general building maintenance equipment and mechanic's hand tools.
- Able to operate cleaning equipment and knowledge of custodial services practices and procedures.
- Good math and communication skills and working knowledge of general office equipment.
- Strong working knowledge of PC's and Microsoft Office Suite Word, Excel, Power Point and MS Teams.
- Able to use iPhone & iPad technologies, CAFM, and work order systems.
- Available for overnight business travel outside immediate work area if needed.
- Available for possible on call rotation and afterhours work.
- Able to lift, push or pull up to 85+ lbs. of building materials, equipment, supplies, or waste.
- Able to stand, stoop or kneel to make repairs or clean areas of the building.
- May be exposed to chemical, mechanical, or electrical hazards.

- Able to stand on a ladder for periods at a time and use a roof access ladder to access the roof of a building.
- Possess a valid Texas driver's license with a good driving record, reliable transportation, and proof of insurability.

Please contact Grace Land, Sr. Talent Acquisition Specialist at SWBC if you have questions or are interested in this job opening via email at gland@swbc.com.

Please apply to the Maintenance Technician job opening using the link below:

<https://swbc.wd1.myworkdayjobs.com/en-US/swbccareers/job/Maintenance-Technician--Onsite-R0009359-1>

Grace Land, PRC

Sr. Talent Acquisition Specialist, Human Resources

SWBC | www.swbc.com /SWIVEL | www.getswivel.io

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