



Maintenance Mechanic

SUMMARY:

The Maintenance Mechanic is responsible for performing general repairs and maintenance of all building equipment, property grounds, HVAC, building automation system, plumbing repairs, electrical repairs, and reports directly to the property manager and building engineer.

ESSENTIAL JOB DUTIES:

- Perform preventative and repair work on various building equipment for example, mechanical, plumbing, and electrical equipment
- Replace light bulbs and ballasts
- Clean HVAC filters, belts, and clean coils
- Perform janitorial duties, such as cleaning restrooms, throwing out trash, cleaning up spills
- Maintains the cleanliness of the building's exterior and interior

REQUIREMENTS:

- High school diploma or GED
- Must have a valid state driver's license and reliable transportation
- City of San Antonio Electrical Maintenance Technician's permit (preferred)

SKILLS & EXPERIENCE:

- A minimum of 3 years of working experience in building repair and maintenance, basic electrical, basic plumbing, understanding of HVAC and building automation systems
- Must have basic computer skills and knowledge of operating work order systems
- Must complete OSHA training and understand their guidelines and procedures
- Strong customer service skills and interpersonal skills
- Must be able to multitask and communicate via phone and email
- Must be able to lift and carry items up to 50 pounds or more
- Must be able to climb, bend, stand, kneel, drive, lift and carry items of more than 50 pounds
- Must be able to work after normal business hours and on call weekends

Please email a cover letter, resume, and salary expectations to:

Adrienne Farrell

Email: afarrell@hanover-partners.com