

MAINTENANCE TECHNICIAN JOB DESCRIPTION

Reports to: Building Engineer or Commercial Property Manager

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Maintenance Technician. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties might not be specifically addressed.

Our company emphasizes a team approach and expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that, by signing the Job Description Acknowledgement, you are verifying that you can perform all the duties with or without reasonable accommodation and have the skills and possess the physical abilities that are necessary to perform the job as described.

JOB SUMMARY

The Maintenance Technician is to assist the Building Engineer in maintaining the physical integrity of the property and handling all service requests. This involves operating and maintaining all HVAC and related equipment and providing environmental control for the property. The Maintenance Technician will carry out assigned duties in a safe manner and other duties as requested by the Building Engineer or Commercial Property Manager.

WAGE/HOUR STATUS

Hourly (non-exempt – eligible for overtime)

DUTIES AND RESPONSIBILITIES

Conducts all business in accordance with company policies and procedures, and all other applicable federal, state and local laws.

Preventive Maintenance/Safety

- Performs preventive maintenance, repairs, and annual inspections on all mechanical equipment and HVAC equipment as outlined by the Building Engineer including, but not limited to:
 - Pumps
 - Boilers
 - Air Handling Units
 - Chillers
 - Air compressors

- Start and stop HVAC machinery as directed.
- Make adjustments and changes to HVAC and related equipment to maintain established comfort zones within the guidelines set forth by the Building Engineer, including:
 - Chiller and reheat system temperature adjustments
 - Building environmental controls:
 - thermostats
 - cold deck regulators
 - fresh air and exhaust systems
 - duct dampers and splitters
 - damper motors
 - belt and pulley adjustments
- Performs general repairs, maintenance and replacement of building components including, but not limited to:
 - Base boards and ceiling tiles
 - Restroom fixtures
 - Blocked drains
 - Lights and ballasts
 - Wall plugs, switches, and circuit breakers
 - Mechanical parts such as fuses and starters
 - A/C controls, such as stats, cold decks, etc.
- Participates in the chemical safety program:
 - Ensures biocides in system are maintained at proper levels
 - Performs chemical analysis, and makes corrections for any abnormalities or substandard results.
 - Participates in continuous inventory of chemicals by routine checks
- Maintains property logs and files where appropriate, and including, but not limited to:
 - Engine room machine logs
 - Chemical usage logs
 - Maintenance time logs
- Performs work area clean-up and safety related duties.
- Follows all current emergency procedures, including but not limited to:
 - Assisting with evacuations
 - Assisting emergency authorities and response teams in capacity of fire/life safety director

QUALIFICATIONS

Minimum two years in a similar position that included exposure to general maintenance of commercial properties.

Education/Training:

High school diploma or equivalent preferred.

Equipment Requirement:

Required to wear back support belt, wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours:

Minimum of 40 hours per week. Weekends as circumstances warrant; on-call on a rotating basis for emergencies.

Equipment/Machinery/Tools:

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders
Mechanical Equipment	Motors, pumps, compressors, blowers, electric and hand power augers, etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters, PH tests, gauges, etc.

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