

Job Description

Job Title:	Property Management Technician I	Date:	1/9/2018
Department:	Property Management/Physical Security	Dept. #:	0178
Division:	Executive	Grade:	26
Reports To:	Area Property Management Supervisor		

Purpose of the Position:

- Performs building and equipment maintenance to include all administrative offices, financial centers, motor banks and ATM facilities
- Performs electrical, plumbing, locksmith, HVAC, CCTV, carpentry and painting tasks
- Installs data cable to facilitate growth and completes all installation hookups
- Installs/recovers telephone lines and extensions. Installs and maintains video cable, camera's DVR's and related equipment for CCTV system
- Set up for meetings, parties, training, and other bank functions as requested
- Repairs furniture, fixtures and equipment and other general maintenance
- Qualified in HVAC computer controls and regulatory procedures for building management
- Rotates "on call" duty after hours and on weekends

Key Accountabilities:

- Inspects and repairs mechanical and electrical equipment for proper operation, e.g. Chillers, fan and coil units, small wall/window mounted A/C units for ATM and Motor Bank commercial teller units, teller kiosks and changes filters on all HVAC equipment as scheduled.
- Repairs/replaces existing plumbing parts, fixtures and drain lines.
- Repairs/replaces/installs/relocates electrical, data and telephone lines and fixtures as per departmental requirements and needs of bank facilities to include OREO properties.
- Reworks/repairs/relocates furniture and equipment per needs/instructions.
- Inspects, repairs or replaces lighting at all bank properties to include, when needed, the fixture, ballast and bulbs to insure image and functionality are maintained.
- Install, re-key, and repair all Building locksets including electromechanical locksets.
- Install, program, maintain, repair/replace CCTV systems at all locations, including cabling, cameras, DVRs and power supplies for proper operation.
- Set up, tear down, for meetings, training, parties, and other Bank functions, including Audio, Video, In Focus, laptop equipment as requested. Also purchases and delivers food and drinks as requested.
- This position requires considerable mobility, e.g. walking, standing, climbing, lifting, hand to eye coordination.
- Required to lift weight up to seventy (70) pounds.
- Performs other duties as required.

Competencies and Skills:

- Strong solution-oriented skills
- Strong collaboration skills
- Excellent oral and written communication skills
- Tools related to electrical, data lines, telephone, CCTV and meters
- Valid Texas Driver's License and acceptable driving record for use traveling to all holding company locations

Work Experience Requirements:

- 1 year at trade skills related to job, electrical, plumbing and carpentry
- Safe driving record
- PC literate in Microsoft tools and spreadsheets
- 1 year supervisory experience

Education Requirements:

- High school diploma or equivalent

Other Qualifications:

Other Requirements:

This position may be located at various locations of Broadway Bank.

This job description is not designed to be a comprehensive listing of duties, responsibilities, or activities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the key accountabilities and requirements of the position.

Employee _____ Date _____

TO APPLY, PLEASE FOLLOW THE LINK BELOW AND ENTER INFORMATION VIA INTERNET APPLICATION:

<https://broadway.bank/about/careers>