

Job Description

Job Title: Maintenance Technician II
Reports To: Supervisor - Facilities Services
Department: Facilities Services
Division: Finance

Pay Range: 3
FLSA Status: Non-Exempt

SUMMARY: This position is responsible for building maintenance in the areas of groundskeeping, plumbing, electrical, painting, HVAC, Fire Safety, carpentry, and welding in order to assist in meeting the maintenance, repair, and operational needs of the facility under minimal supervision. This position is on-call 24/7 for emergencies, as well as occasionally working overtime in order to perform certain job tasks and/or responsibilities that cannot be performed during normal business hours.

ESSENTIAL FUNCTIONS:

1. Performs groundskeeping in all seasons by maintaining the irrigation system; assisting with lawn maintenance and keeping lawn, sidewalk and garage free from debris; emptying trash cans; and operating snow removal equipment to maintain parking lots and sidewalks. Maintains all groundskeeping equipment and hand tools.
2. Repairs or maintains (mechanically or chemically) plumbing fixtures, automatic flush valves or piping.
3. Repairs and replaces switches, outlets and light fixtures, including light bulbs, ballasts, and fuses.
4. Troubleshoots minor electrical issues using a meg-wire, meg-meter and ohmmeter as needed, as well as assists with installing electrical panels, breakers and other panel equipment.
5. Paints interior and exterior walls and trim, repairs wallpaper, and spackles drywall.
6. Framing walls with metal studs. Install and finish drywall.
7. Performs preventative maintenance on heating, ventilation and air conditioning equipment using blueprints and wiring diagrams when needed.
8. Troubleshoots smoke detectors and alarms on fire panel; performs preventative maintenance on fire system; and assists with fire testing on elevators.
9. Performs assorted, semi-skilled maintenance projects using basic carpentry skills and hand and power tools.
10. Drives company vehicles, maintains and logs all maintenance required for service and repair.
11. Maintains a customer service-oriented work approach towards internal and external customers.
12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
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Direct relevant experience can be substituted for education (if applicable)

• Choose Experience Level

Qualifications

• Problem solving skills	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Ability to follow instructions	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Ability to react quickly in high stress situations	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Strong mathematical skills using whole numbers, common fractions and decimals	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

<ul style="list-style-type: none"> • Ability to work as a team member and individually 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
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Experience

<ul style="list-style-type: none"> • 4 years' experience in heating, ventilation, air conditioning, electrical and plumbing 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Knowledge of standard practices, materials, drywall practices and tools of building and mechanical trades 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Knowledge of OSHA policies, lockout and tagout procedures 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Frame and drywall experience 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Basic PC knowledge, MS Outlook 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Knowledge and experience working with Building Automation System (B.A.S.) 	<ul style="list-style-type: none"> • <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred

Certifications/Licenses

<ul style="list-style-type: none"> • Valid Drivers' License and the ability to be insured under OPERS group insurance policy 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
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Physical Requirements* (if applicable)

<ul style="list-style-type: none"> • Frequently lift and/or move up to 25 pounds
<ul style="list-style-type: none"> • Occasionally lift and/or move up to 100 pounds
<ul style="list-style-type: none"> • Vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.

