

Position: Maintenance Technician

Reports to: Facilities Director

Position Summary

The Maintenance technician is responsible for onsite coordination of vendors, general maintenance/repairs and reporting of all maintenance related projects to the Director of Facilities. The MT will work directly with vendors, contractors, and technicians in the field to verify work is completed to a specific scope in accordance with contracts, service agreements and work orders.

Essential Duties and Responsibilities

- Provides onsite, hands on maintenance and meets with vendors at the physical facilities and grounds of three campuses to ensure a condition of operating excellence, cleanliness, and safety
- Responds to all maintenance requests/calls within a reasonable time frame and follows up accordingly
- Meets vendors / contractors onsite and provide feedback and follow up to maintain four buildings and their grounds
- Attend onsite preventive maintenance appointments, be present for routine inspections, follow up on deficiencies and report items needing repair as necessary
- Communicate with onsite staff at our campuses that report equipment failure, and/or observe physical assets in need of attention or repair
- Ensure that weekly, monthly, annual service agreements are performed to, and in accordance with, contractual obligations (Landscaping, HVAC, Roofing etc...)
- Make immediate notification of any emergency or unsafe conditions
- Observes and reports back to the Director on all contractor work, ensuring all buildings and sites are appropriately maintained in accordance with accepted and established standards
- Responds to emergencies for the purpose of assisting in addressing immediate safety and health concerns
- Assists in evaluation of incidents causing damage to the agencies' assets and expeditiously affects temporary repairs when needed.
Attends activities with outside contractors such as, but not limited to; HVAC contractor, fire sprinklers contractor, landscapers, lake and preserve maintenance, lift station maintenance, elevator maintenance, electricians, plumbers, roofers, janitors, pest control technicians, locksmiths, trash removal services, window washing, tree trimmers, life safety devices, etc.

Qualifications and Success Factors

- Principles and practices of all types of building repair / maintenance (both daily and preventative), grounds keeping and custodial services.

- Knowledge of Federal, State, and local laws, codes, and regulations including safety principles and practice, and dangers/precautions associated with hazardous materials.
 - Use of personal computer systems including word processing, email correspondence, and spreadsheet applications.
 - Character, personality, and proper social capability to relate effectively with culturally and ethnically diverse staff and community.
 - Communicate clearly and concisely, both orally and in writing.
 - Understand and execute oral and written instructions, policies, and procedures.
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- 2 years of experience in facilities maintenance
 - Ownership of, and extensive experience with hand tools and power tools
 - Experience in general building repair
 - Ability to lift up to 60 pounds required
 - Ability to work off-shift hours required
 - Excellent verbal communication skills
 - Valid Florida Driver's license required.
 - Clear Motor Vehicle Report
 - High School Diploma or GED required

Work Environment:

Work activities will include climbing, lifting, kneeling etc... May be required on occasion to lift and carry up to 60 pounds. Attendance both in office and in the field will be required as needed. In addition, attendance at meetings or activities outside of normal working hours may be required.