

## **Maintenance Technician Job Description**

Performs variety of skilled duties in one or more of the building trades, such as painting, carpentry, minor electrical, cement masonry, drywall, or other recognized crafts for the purpose of maintaining, repairing or remodeling owned and operated or managed buildings and facilities, to include H.V.A.C. and other mechanical systems.

### **EXAMPLE OF DUTIES**

- Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim; uses carpenter's hand tools and power tools.
- Installs glass in windows, doors, and partitions; replaces damaged ceiling tile, floor tile, and sheet plastic wall coverings.
- Prepares and paints walls and woodwork or performs other types of refinish; installs or repairs carpet; performs custodial duties as required.
- Assists as directed in the operation and maintenance of mechanical systems, such as: plumbing, heating, ventilating, air conditioning, steam system, automatic temperature control, electrical.
- All other duties as assigned by the Director of Maintenance and the Service Coordinator.

### **Necessary Knowledge, Skills, and Abilities**

- Considerable knowledge of construction practices and procedures; considerable knowledge of maintenance and repair work; considerable knowledge of rough and finished carpentry techniques; considerable knowledge of carpentry supplies, equipment and their use; considerable knowledge of lumber grades and types and their adaptability to various uses; considerable knowledge of modern methods and techniques of building construction and construction materials; considerable knowledge of preparing walls and woodwork for various types of refinishing; thorough knowledge of proper safety techniques and procedures.
- Skill in the operation of a variety of hand tools and equipment common to the building trades and/or H.V.A.C., filtration systems, etc.

- Ability to follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand; walk; talk or hear; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a construction, maintenance setting. The noise level in the work environment is usually loud.