



## **Maintenance Technician II – Property Management (full-time)**

**Starting Pay:** \$22.99 - \$37.33 hourly

**Apply Today!**

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### **PURPOSE OF JOB**

This position independently and proficiently performs a variety of skilled trades associated with general building maintenance and repair of HVAC, electrical, carpentry, plumbing, mechanical, and painting.

Performs administrative tasks, trains others and serves as backup for the Lead Maintenance Tech or Maintenance Supervisor.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Completes administrative tasks such as completing work orders inside CML's Computerized Maintenance Management System (CMMS), ordering parts, and completing incident reports.
2. Adheres to established safety practices and promotes safety in the work place.
3. Performs HVAC maintenance. Utilizes the Building Automation System (BAS) to observe operations and make minor corrections, troubleshoots customer complaints, and adjusts thermostats and building schedules.
4. Diagnoses and repairs a variety of electrical components with a high degree of skill. (i.e. replacing ballasts, installing electrical circuit/outlets) and troubleshooting different types of electrical issues.
5. Completes experienced skill set work for the following repairs; carpentry, painting, and general building repairs. (i.e. drywall repairs, installation of wall protection, laminate repairs, building shelves, repairing chairs, replacing doors; repairing windows, building walls, etc.); utilizes a variety of tools (i.e. battery powered hand tools, table saws, routers, drill presses, etc.). Selects and uses appropriate paints, finishes, and equipment.
6. Performs skilled plumbing maintenance (i.e. flush valve repairs, drain cleaning, replacing/repairing faucets, repairing and installing garbage disposals; etc.)
7. Performs office equipment repair, and moves.
8. Completes exterior maintenance duties including, but not limited to, snow removal, applying ice melt, paver and concrete repairs, seasonal decorations, etc.
9. Performs all preventative maintenance as scheduled and reviews equipment maintenance history to help prevent future failures.
10. Responds to emergency calls, including during work hours and assigned on call hours. From time to time will be required to cover on call shifts that were not filled due to loss of employee or other similar situations.

11. Purchases tools, equipment and materials in relation to maintenance or projects.
12. Provides coverage in other areas as assigned.
13. Performs any and all responsibilities of Maintenance Tech I, as needed.

#### **QUALIFICATIONS AND REQUIREMENTS**

1. High School Diploma or G.E.D required.
2. 3-5 years' of full-time experience in building maintenance required.
3. Holds one of the following licenses and or certifications: Journey Plumber, EPA 608 Certification (HVAC), or Electrician's license required.
4. Knowledge of Ohio Revised Code pertaining to building codes.
5. Demonstrated skill in operating a large motor vehicle (Road test may be required).
6. OSHA 10 safety training or equivalent.
7. Strong interpersonal and communication skills focused on an exceptional customer service experience; experience in effectively communicating key data such as, reporting on failed or down equipment, keeping historical equipment notes inside of CML Computerized Maintenance Management System.
8. Possess ability to read and comprehend basic components of construction documents to include "blueprints" and other "built environment" documentation as supplied via paper and in electronically delivered formats.
9. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job related equipment and systems
10. Valid driver license which meets the minimum requirements of CML's vehicle insurance policy and access to a personal vehicle to promptly report to varied work locations as assigned.

#### **SCHEDULE**

Monday – Friday 8:00am – 5:00pm