

# MAINTENANCE TECHNICIAN JOB DESCRIPTION TEMPLATE

Occupants are at the heart of everything we do at **[COMPANY]**, and our maintenance technicians play a crucial role in making sure our occupants can work and play in a safe, secure environment. The maintenance technician would work with our team to install, repair and help schedule future maintenance of systems around the campus. They would report directly to the facility manager for guidance and regular feedback meetings, and help develop a clear career development plan in the company.

Job Title: Maintenance Technician

Company: **[COMPANY NAME]**

Location: **[LOCATION]**

Position Type: Full-Time

Typical Hours: We work as a team to be flexible with scheduling. A typical shift would be Monday - Friday 6 a.m. to 2:30 p.m. or 2:30 to 11 p.m.

## JOB DUTIES

- Perform mechanical duties, including installation, troubleshooting, repairing and maintaining equipment, such as fire/emergency/safety systems, room equipment, HVAC, kitchen appliances, and plumbing and electrical systems
- Help develop proactive maintenance schedules with the facility manager and ensure all necessary parts and tools are available for maintenance
- Promptly respond to request for repairs and work orders
- Schedule walkthroughs and inspections to determine the priorities for repair, maintenance and improvements
- Oversee and train technicians as required
- Recognize potential safety hazards and identify solutions with the facility manager
- Comply with safety regulations and maintain clean and orderly work areas
- Effective communicator
- Problem solver who enjoys collaborating with a team to resolve issues

## QUALIFICATIONS

- High school diploma or GED
- Self-motivated worker who is also good at working as a team
- At least three years of facilities management experience, with a focus in equipment operations and preventative maintenance procedures
- Previous experience with: electrical, carpentry, mechanics, sheet rocking, flooring, welding and soldering
- Previous experience doing maintenance on: HVACs, boilers and water/air cooled chillers
- General computer knowledge
- Previous experience handling multiple tasks while still meeting deadlines

**[COMPANY]** is an equal opportunity employer committed to hiring a diverse workforce representing the many personalities and the cultures in our world. All qualified applicants will receive consideration for employment without regards to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.