



JOB DESCRIPTION

Position Title: Building Maintenance Technician

Reports to: Manager of Building Services

Classification: Full-Time, Non-exempt

Date: January 2019

I. Summary/Objective

The maintenance technician position is responsible for responsible for installing, troubleshooting, repairing and maintaining production and facility equipment according to safety, maintenance systems and processes. The Building Maintenance Technician also serves as a backup when the Courier is out sick or on vacation, and provides assistance with snow removal during heavy snow storms.

II. Essential Functions

1. Performs routine maintenance on building interior and exterior, to include: electrical systems, mechanical systems, HVAC systems, fire alarm & security system, sprinkler system, intercom system, elevator systems, plumbing system, drywall, painting, cubicle repositioning, parking gates, exterior grounds, back-up generator, and other systems and projects as needed.
2. Contacts and schedules vendors and contractors for necessary building repairs and emergencies that are outside the scope of routine maintenance.
3. Maintains a schedule of when maintenance has been performed and when next service is due.
4. Diagnose problems, replace or repair parts, test and make adjustments.
5. Works in a safe manner and recognizes unsafe situations.
6. Takes appropriate action to ensure safety of themselves and others in building.
7. Perform Building Services support for events held at Horizons Plaza.
8. Facilitate the work of landscapers, exterminators, smoke alarm system testers and others.
9. Fill in for station driver when driver as needed or requested by Building Services Manager.
10. Assist other departments as necessary to include but not limited to: IT Department in the basic maintenance of HP Copy /Printer Units, Engineers, Production Crew, Station Driver, and others.

III. Required Education and Experience

1. High school diploma or GED; prefer technical school certification.
2. 1+ years' relevant building maintenance experience.
3. Should have basic knowledge of commercial building functions and HVAC systems.
4. Ability to use a variety of equipment: Power tools and machines, Electrical test meters, Computers used to monitor building systems, Power lawn equipment, Snow blower
5. Must have a clean driver's license (good driving record) and have the ability to travel across the international border to Canada.



IV. Supervisory Responsibility

This position supervises the Courier in conjunction with the Building Services Manager.

V. Position Type/Expected Hours of Work

This is a part-time position, 25 hours per week. Hours of work will vary but primarily Monday through Friday 8am – 1pm. Some evenings and weekend work may be required as needed.

VI. Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

VII. Physical Demands

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds.

VIII. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

IX. EEO Statement

WNED | WBFO is an Equal Opportunity Employer committed to excellence through diversity and inclusion.