



## **Maintenance Technician**

### **Reports to the Director of Maintenance**

#### **Job Description**

A Maintenance Technician, or Maintenance Mechanic, oversees performing ongoing facility maintenance and completing repairs on equipment. Their duties include fixing machinery, plumbing, heating, and wiring, inspecting buildings to confirm safety standards and scheduling major repairs with the building's inhabitants.

#### **Duties and Responsibilities**

- Performing routine maintenance around the building such as fixing structural damage, for example, window, door, or wall repair
- Repairing broken or leaking plumbing to avoid water damage and restore full use of water fixtures
- Working on damaged electrical wiring when a shortage or severed wire occurs
- Maintaining the building HVAC equipment to keep climate control in the facility functioning properly
- Applying preventative measures to the building to reduce the risk of future problems, such as using a sealant on a flat roof
- Fixing potential safety hazards to avoid injuries
- Painting the building when old paint has become faded or chipped

#### **Skills and Qualifications**

- Plumbing knowledge to address leaks, clogs, or other drainage problems
- Electrical wiring capabilities to manage problems with the building's electricity
- Carpentry ability to handle basic repairs around the building
- Groundskeeping if the facility contains lawns or other outdoor areas in need of maintenance
- Interpersonal skills to interact with employees or residents of the building in a pleasant manner

- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked
- Physical stamina to handle a full shift of being active and working on the building

### **Training and Education Requirements**

Maintenance Technician positions require at least a high school diploma or an equivalent degree such as a GED. Certifications are not required