



Building Maintenance Technician

Classification: Hourly

Location: Adams Center

Summary/Objective

The Building Maintenance Technician is responsible for assisting with the upkeep of all facilities, such as all properties owned and operated by Shaw Harbor. The main focus of the position will rely heavily on building maintenance and it will include cleaning common areas, removing trash regularly, and repairing items that are broken. It can involve inspecting, repairing, and maintaining electrical systems, heating and air conditioning systems, and other utility services.

Essential Functions

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Core Responsibilities

- Assist with all general contracting, maintenance and landscaping tasks including, painting, snow plowing and carpentry.

Assist with the following duties

- Inspecting buildings, equipment, and systems to identify any issues.
- Repairing faulty equipment units and damaged structures.
- Understanding of preventative maintenance procedures.
- Managing heating and plumbing systems to guarantee functionality.
- Planning and scheduling repairs.
- Periodic quality checks on equipment and systems to ensure everything is up to standard.
- Helping develop and implement the budget for the maintenance department.
- Maintaining the inventory records for equipment and supplies

Competencies

- Effective problem-solving abilities.
- Must be well-organized and have the ability to prioritize tasks
- Strong interpersonal, communication, and presentation skills.
- Eye for design and attention to detail
- Self-starter, highly motivated, and capable of working with little or no supervision
- Takes ownership and pride in their work

Work Environment

This position operates primarily in the field.

Physical Demands

This is a largely active role: at times it may require to carry 50+ pounds at various job sites.

Expected Hours of Work

This is a full-time position. Requiring 40 hours a week with core hours being 8am to 5pm within reason. Evening and weekend work may be required as job duties demand.

Travel

Ability to travel to various job sites.

Required Education and Experience

- High school diploma or equivalent qualification.
- Building maintenance technology, or a relevant field is preferred.
- A minimum of 2 years experience in a similar role.
- Understanding of general maintenance procedures and techniques.
- Physically capable and available to work overtime including weekends and evenings

Work Authorization/Security Clearance .

- Have a Valid Driver's License
- Must be fully vaccinated for COVID-19

AAP/EEO Statement:

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To apply, please email carol@shawharbor.com