

JOB DESCRIPTION

Title: Maintenance Technician
Department: Retail
Reports to: Maintenance Manager

Exempt/Nonexempt: Exempt, FT
Exempt Classification: Administrative
Salary Range: Commensurate with Experience

General Position Summary:

General property repairs and maintenance to ensure the value and integrity of the overall property. Repairs and maintains the machinery and mechanical equipment, including heating and air conditioning at a commercial shopping center with office component. May also perform general, advanced or specialized maintenance functions depending on property needs.

Essential Functions/Major Responsibilities:

1. Repairs and maintains machinery such as motors, pumps, belts, and fans.
2. Repairs and maintain mechanical equipment, including heating and air conditioning. Diagnoses problems. Disassembles units, cleans, lubricates, repairs, and replaces parts
3. Performs routine to difficult carpentry duties, including installation of new doors and installation or repairs of doorjambes, moldings, hinges, door closers, locks, knobs, shelving and counter installation, ceiling tile/grid repair and installation, etc.
4. Performs routine to difficult painting duties, including drywall or plaster repair, painting, etc.
5. Performs routine to difficult plumbing duties, inspecting, installing, repairing and replacing pipes, fittings and plumbing fixtures, unclogging sinks and toilets, repair of faucet, assemblies and replacement of washers, repairs or replacement pipes, repair of fountains, etc.
6. Performs routine to difficult electrical duties, including inspecting and testing lighting, wiring and power circuits, replaces faulty switches, replaces faulty lamps and ballasts.
7. Knowledge of commercial sprinkler systems, fountains (swimming pools) – CPO certification preferred.
8. Performs preventive maintenance duties as assigned.
9. Assists other departments (particularly Marketing) with special event setup, management, and take-down.

Education/Experience

Requires a high school diploma, GED (General Educational Development), or equivalent. Depending on property needs, may require certifications in trade disciplines (HVAC). Required to have a valid state driver's license and clean driving record.

Experience

In addition to the education outlined above, at least three years prior experience working on a commercial or multi-unit residential property

Other Skills

Requires a self-motivated, team-player with excellent communication and interpersonal skills when working with other shopping center departments and tenants. Must be neat, meticulous and pay attention to regulations and details when completing tasks. Will be required to work flexible schedule including evenings / weekends, be on-call, and occasional overtime.

Physical Demands/Work Environment

Physical Activity:	Frequency:
Standing	Frequent (31% to 65% of the workday)
Walking	Occasional (11% - 30% of the workday)
Reaching with hands and arms	Frequent (31% to 65% of the workday)
Using hands to touch/manipulate/handle	Frequent (31% to 65% of the workday)
Climbing and/or balancing	Occasional (11% - 30% of the workday)
Stooping, kneeling, or crouching	Occasional (11% - 30% of the workday)
Lifting 50-75#	Occasional (11% - 30% of the workday)
Carrying	Occasional (11% - 30% of the workday)
Pushing/Pulling	Occasional (11% - 30% of the workday)
Outdoor weather requirements	Frequent (31% to 65% of the workday)
Driving	Occasional (11% - 30% of the workday)
Working near moving mechanical parts	Frequent (31% to 65% of the workday)

Schedule

Position is 40/hours per week with minimal OT opportunity. 5 days/week on a rotating schedule that includes some evenings and weekends. Holiday and special events require additional hours or scheduling hours accordingly.