



MONTACHUSETT REGIONAL TRANSIT AUTHORITY

Montachusett Regional Transit Authority Job Description

Position Title: Building Maintenance Specialist

Department: Facilities

Reports to: Manager, Building Maintenance

Employment Status: Full-time 37.5 hours per week, 7.5 hours per day, at minimum

Comp Grade: 3

Work Hours: TBD, based on business needs between 6AM-5PM

FLSA: Non-Exempt

Supervisory Responsibilities: N/A

Position Summary:

This Position provides building services for the Authority. Ensures buildings are clean, safe and in orderly condition. Work with 3rd party vendors, escorting, verifying, or assisting as needed. Performs preventative and reactive maintenance functions including landscaping care/snow removal and ground maintenance.

Essential Functions/Position Responsibilities:

- Performs routine maintenance, inspects buildings, equipment, and systems weekly to identify and address issues
- Inspects and monitors, building heating/cooling systems to ensure staff comfort and that systems are working efficiently
- Completes assigned workorders
- Utilize Computerized Maintenance Management Software, (CMMS)
- Repairs faulty building systems
- Assists the department in development and implementation of preventative maintenance procedures
- Develops solutions to maintenance issues as they arise
- Conducts periodic quality checks on equipment
- Performs general maintenance tasks including landscaping, painting, carpentry, basic plumbing and basic electrical
- Maintain a clean and neat work area at all times

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- High school Diploma or GED
- 3+ years' experience in a building maintenance capacity or similar
- Experience in building maintenance in a commercial, institutional, or government facility
- Experience with typical maintenance protocols in an office setting

- Knowledge of standard trade tools and appropriate uses
- Knowledge of typical maintenance issues and solutions
- Able to read, write, and understand English
- Valid Driver's License

Skills:

- Ability to manage time efficiently
- Previous experience with work order system/or computerized maintenance management system
- Work independently and complete tasks
- Basic math skills
- MS office outlook
- Ability to operate snow blower, power/hand tool

Working Environment and Physical Demands

Works primarily in a typical, climate controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people				X
Regular, predictable attendance				X
Ability to sit for extended period	X			
Use of hands and fingers to operate telephone and computer	X			
Moderate noise				X
Hearing				X
Dusty Environment			X	
Exposure to Fumes/Odors			X	
Exposure to Heat/Cold Temps				X
Climbing Stairs			X	
Walking			X	
Stress			X	
Standing			X	
Stooping			X	
Bending			X	

Climbing Ladder		X		
Twisting Neck			X	
Bending			X	
Reaching/Pulling/Pushing			X	
Lifting 10 lbs. or less				X
Lifting 40 to 50 lbs.		X		
Driving		X		
Specific Vision Abilities- close vision due to computer work	X			
Color Vision – Ability to identify and distinguish colors				X
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written		X		
Interpreting Skills				X
Implementing	X			
Evaluating		X		
Organizing			X	
Consulting	X			
Analyzing	X			
Presenting	X			
Supervising	X			X
Ability to Deal with Stressful situations		X		
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact		X		
Decision making		X		
Work with Others		X		
Work Alone				X
Concentration			X	
Comprehend and follow instructions				X
Relate to Others		X		
Influence Others	X			
Perform complex or varied tasks			X	

Special Comments:

Manager Signature: _____ **Date** _____

Human Resources Signature: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____