



**Position Title: Jr. Building Maintenance Specialist**

**Department: Facilities**

**Reports to: Building Maintenance Manager**

**Date: 3/1/22**

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

**Comp Grade: 2**

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

**FLSA: Non-Exempt**

**Supervisory Responsibilities: N/A**

**Position Summary:**

This Position will assist with providing building services for the Authority. Ensures buildings are clean, safe and in orderly condition. Work with 3<sup>rd</sup> 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:**

- Assists with 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/assists with assigned workorders
- Utilizes 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
- Maintains the inventory records for equipment and supplies and stocks commonly used items

**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
- Ability to read, write, and understand English
- Knowledge of standard trade tools and appropriate uses highly desired along with typical maintenance issues and ability to provide solutions highly desired
- Experience in building maintenance in a commercial, institutional, or government facility, with typical maintenance protocols in an office setting a plus
- Valid Driver's License

**Skills:**

- Ability to manage time efficiently
- 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
<b>COGNITIVE REQUIREMENTS</b>	<b>RARELY (15%)</b>	<b>OCCASIONAL (15%-40%)</b>	<b>FREQUENT (40% - 70%)</b>	<b>CONTINUOUS (OVER 70%)</b>
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:** \_\_\_\_\_