



FACILITIES MAINTENANCE TECH

DEPARTMENT: Public Services

REPORTS TO: Facilities Manager

POSITION TYPE: Full-time

RANGE: \$38,577 – 57,867

FLSA STATUS: Non-Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

As a Facilities Maintenance Tech reporting to the Facilities Manager, you will play a crucial role in ensuring the efficient and effective operation of public facilities within our municipality. Your responsibilities will primarily focus on supporting the internal maintenance, cleanliness, and functionality of municipal buildings. You will work closely with the Facilities Manager, as well as other team members and contractors, to contribute to the overall safety and quality of these facilities.

KEY RESPONSIBILITIES

1. **Facility Maintenance Support:** Assist in routine internal maintenance tasks, repairs, and upkeep of municipal buildings. Utilize a work order system to organize and complete tasks promptly. Collaborate with the Facilities Manager in implementing the preventative maintenance plan and ensuring that facilities remain safe, clean, and fully functional.
2. **Team Collaboration:** Work closely with the Facilities Management team to address internal maintenance concerns and provide updates on the progress of maintenance work.
3. **Compliance and Safety Assistance:** Assist in ensuring that all facilities meet relevant regulations and safety standards. Support the coordination of inspections, permits, and safety checks to maintain compliance.
4. **Emergency Response:** Respond to facility emergencies promptly.
5. **Asset Maintenance:** Help maintain accurate records of facility assets, including equipment, furnishings, and building components. Assist in identifying and reporting internal maintenance needs, as well as strategies for asset replacement and upgrades.
6. **Reporting and Documentation:** Assist in the preparation of regular reports on the status of municipal facilities, internal maintenance activities, and custodial services for review by the Facilities Manager.
7. **Contract and Inventory Assistance:** Assist with managing facility service contracts. Help maintain an active inventory of supplies.
8. **Facility Reservations:** Assist in managing meeting room reservations and setting up for small events at Town Hall.

QUALIFICATIONS AND SKILLS:

- Strong interpersonal skills and ability to work effectively within a team.
- Adaptability to a dynamic work environment and willingness to collaborate with various stakeholders.
- Effective verbal and written communication skills for interaction with team members and the public.
- Problem-solving abilities to address maintenance and facility-related issues.
- Working knowledge of building construction, electrical, plumbing, carpentry, roofing repairs, and painting.
- Skilled in the operation of maintenance equipment and tools.
- Understanding of building and fire codes.
- Knowledge of safety standards and hazards.
- Ability to evaluate building maintenance needs.
- Basic knowledge of purchasing procedures.

- Ability to work flexible hours.

WORK ENVIRONMENT & RESOURCES: This position offers a supportive work culture that encourages professional growth and development. The work environment is a mix of indoor and outdoor settings with exposure to various conditions (fluorescent lights, loud noise, vibrations, working in high places and narrow spaces, exposure to chemicals, fumes, odors, and oils with poor ventilation). The physical demands of the job require lifting objects of 50 pounds or more. You will have access to the necessary tools for effective task completion.

EDUCATION AND EXPERIENCE: To be considered for this position, you should have a high school diploma or the equivalent. Possession of a valid driver's license is also required. EPA 608 Universal preferred.

BENEFITS: At our organization, we value our employees' well-being and offer a competitive benefits package that includes a 5% 401k contribution, NCLGRS enrollment, paid medical, dental, vision, disability, and life insurance policies, as well as generous paid time off, tuition assistance, and more.

CLOSING DATE: Open Until Filled

SUBMIT RESUME AND COMPLETED APPLICATION TO:

ONLINE APPLICATION (preferred): www.waxhaw.com

EMAIL: hr@waxhaw.com

Human Resources
Town of Waxhaw
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