

JOB DESCRIPTION

POSITION TITLE: *Facilities Technician*
POSITION REPORTS TO: *Facilities Manager and Supervisor*
DEPARTMENT: *Facilities*
SCHEDULE: 7am to 11am - Tuesdays and Thursdays
7 am to 3:30pm - Fridays
SALARY RANGE: \$15 To \$18.50/hour

General Description

- Performs general and preventative maintenance and repairs of buildings, facilities, equipment, grounds, and etc.
- Assists in setup/tear down of office cubicles & equipment.
- Assists in obtaining quotes & working with outside vendors.
- Keeps Work Order system updated & orderly.
- Able to Activate/Deactivate Alarms.
- Complete Open & Close Procedures.
- Other duties, as assigned.

Specific Duties and Responsibilities

- **Carpentry:** *perform basic-to finish carpentry and repairs (partitions, walls, window frames, furniture, & etc.).*
- **Electrical:** *performs basic electrical installation and repairs (wiring, outlets, plugs, appliances, elevator/lift, & etc.).*
- **Plumbing:** *performs basic repairs of leaks or breaks; clogged sewer lines; & minor plumbing fixtures.*
- **Painting/Drywall:** *performs minor repairs & matching paint.*
- **Grounds/Maintenance:** *performs maintenance of drinking fountains, hot water heaters; adjusts automatic time clocks, security codes and security panels; assists in keeping NCCC grounds clean & orderly.*
- **Masonry:** *lays forms, mixes & pours concrete for any small repairs.*
- **Mechanical Systems:** *Programming all HVAC controls.*

Knowledge Skills Require for the Job

- Familiar with use of variety of hand tools.
- Possesses a desire for technical & mechanical problem-solving.
- Familiar with maintaining Work Logs.
- Identify projects needing to be serviced.
- Ability to establish good & effective relationships with others in the course of work assignment.

- Ability to rent tools, as needed.

Desirable Qualifications

- Servant's Heart
- Ability to read blueprints

Personal Relations

- Daily interaction w/all Facilities and NCCC Staff.
- Ensure communication between all Staff is current & accurate.

Minimum Qualifications Required

- High School Diploma with the ability to read.
- Computer literate.
- Communicates effectively in oral and written form.
- Reliable, self-starter, motivated, & practices safety at all times.
- Able to follow oral and written instructions.

Work Environment

- Professional yet semi-casual office.
- Fast-paced environment requiring the ability to multi-task.

Physical Requirements

- Ability to lift up to 25 pounds (frequently) & 50 pounds (occasionally).
- Ability to reach, climb, balance, stoop and crawl.
- Ability to work in tight and/or dim places.