

FACILITIES MAINTENANCE TECHNICIAN



Public Works | Government Buildings

SUMMARY

Perform various aspects of maintenance to government buildings, including plumbing, electrical, carpentry, etc. Repair HVAC systems and maintain preventative maintenance schedules.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 5 p.m.

LOCATION

Criminal Justice Complex

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, and dust

EMERGENCY EVENTS

Required to work during emergency events.

Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

- Use all types of hand tools, power tools, and metering devices to maintain buildings and equipment.
- Perform maintenance on government buildings by repairing HVAC systems.
- Perform plumbing, electrical, carpentry, and various other repairs to government.
- Maintain preventative maintenance schedules.
- Complete work orders as assigned and report problems or needed repairs.
- Install and remove various lighting and electrical components under the direction of the Mechanical Maintenance Supervisor.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Learn and practice applicable safety rules and regulations.
- Ability to read equipment manuals and blueprints.
- Ability to fill out paperwork and order materials.
- Ability to figure out formulas to adjust equipment.
- Ability to use a multi-meter.
- Thorough knowledge of building maintenance and cleaning.
- Familiarity with heating and cooling equipment.
- Understanding of electrical and motorized equipment.
- Adhere to the TPCG Personnel Policy Manual.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED equivalent required.
- HVAC certification desired.