MAINTENANCE WORKER

Job Description:

**Maintenance Workers**, also known as repairmen, fix and maintain mechanical equipment, buildings, and machines. Tasks include plumbing work, painting, flooring repair and upkeep, electrical repairs and heating and air conditioning system maintenance.

Job Responsibilities:

* Conducting routine inspections of premises and equipment.
* Performing preventative maintenance.
* Handling basic repairs and maintenance.
* Overseeing contractors when professional repairs are necessary.
* Diagnosing mechanical issues and correcting them.
* Repairing machines, equipment, or structures as necessary.
* Perform cleaning activities such as dusting, mopping etc.
* Perform minor repairs
* Check control panels and electrical wiring to identify issues
* Install appliances and equipment
* Do garden/yard upkeep by mowing lawn, collecting trash etc.
* Conduct maintenance tasks such as replacing light bulbs
* Maintain, service, clean and properly store equipment
* Check functionality of safety systems (e.g. fire alarm)
* Inspect and repair all damages to building surfaces
* Participate in different projects (e.g. renovations)
* Report to a facilities or maintenance manager for issues
* Ensure adherence to quality standards and health and safety regulations
* Inspects and identifies equipment or machines in need of repair.
* Troubleshoots issues to determine necessary repairs.
* Plans repair work using buildings blueprints or equipment manual as needed.
* Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
* Performs routine maintenance on building systems.
* Cleans and assists with upkeep of the facilities.
* Keeps repair logs
* Orders supplies and materials needed for repairs and maintenance.
* Performs other related duties as assigned.
* Perform minor fixes, such as repairing broken locks, damage to walls, etc.
* Install necessary appliances and equipment as needed
* Check control panels and electrical wiring to identify issues
* Maintain grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, etc.
* Perform necessary cleaning activities, such as dusting, mopping, trash removal, etc.
* Complete regular maintenance tasks, such as replacing light bulbs
* Inspect and troubleshoot various equipment and systems
* Test the functionality of the facility’s safety systems
* Collaborate with a team of workers and other professionals during renovations and facility expansions
* Report to facilities or maintenance manager regarding issues resolved, those needing attention, and those currently in progress

Job Qualifications:

* High school diploma or GED required
* Certification or diploma form a trade school preferred
* Experience as a maintenance worker

Opportunities as a maintenance worker are available for applicants without experience in which more than one bar maintenance worker is needed in an area such that an experienced maintenance worker will be present to mentor.

Job Skills Required:

* Working knowledge of plumbing
* Working knowledge of electricity
* Working knowledge of HVAC systems
* Working knowledge of various forms of repair and maintenance
* Good communication skills
* Ability to prioritize tasks
* Team Player
* Excellent customer service skills
* Good listening skills
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
* Ability to plan for and keep track of multiple projects and deadlines.