

<b>Job Title:</b>	<b>Building Maintenance Technician</b>	<b>Job Category:</b>	Custodian and Maintenance of Building Facilities
<b>Location:</b>	Hyde Park, MA	<b>Position (Mon – Fri):</b>	Part Time: 16 – 24 hours/week or Full Time: 32 – 40 hours/week
<b>Hours:</b>	Flexible 7a - 7p	<b>Compensation:</b>	\$17.50 - \$22/hr
<b>HR Contact:</b>	Jessica Sweeney	<b>Date posted:</b>	2/28/2023
<b>Will Train Applicant(s):</b>	On-the-job Training Available	<b>Posting Expires:</b>	03/15/2023

**Company Description:** The Sawtooth Tech Center is an early 20<sup>th</sup> century brick and beam two story building with high bay space with an approximate 40,000 sq ft footprint. It is owner-occupied with a handful of tenants. CF Tech is looking to urgently fill this Building Maintenance Technician position. Please send your resume by email to RONJONREALTY@GMAIL.COM.

#### **Job Purpose:**

The Building Maintenance Technician is responsible for the completion of general maintenance and janitorial tasks which help to preserve the property and provide a quality working environment for employees and tenants. This role has primary accountability for the overall cleanliness, physical appearance and presentation of the building, indoors and out, while maintaining a positive, productive relationship with building users. The Technician will perform basic maintenance in painting, sanding, repairs to carpentry, plumbing, and tenant spaces, as applicable.

#### **Duties & Responsibilities:**

- Perform basic maintenance and repairs – carpentry, flooring, painting, plumbing.
- Contact for hire and quotation and then support on-site contractors performing carpentry, plumbing, utility repair, HVAC, structural, electrical, etc.
- Cleaning and maintenance of restrooms, breakrooms, office areas and common area entrances, staircases, etc. Use of tools like brooms, mops, vacuums, brushes and other hand tools and cleaning chemicals.
- Trash and recycling management.
- Respond to and complete service requests and emergencies in a timely and professional manner.
- Perform preventative maintenance tasks on building systems, equipment and components (equipment, utilities).
- Performs special renovation projects including sandblasting, sanding, exterior trim painting and upkeep as requested.
- Maintain grounds including entranceways and parking lots and window maintenance.
- Monthly electric meter reading for tenant spaces.
- Maintain proper inventory levels and maintenance tools and equipment in a neat and orderly, well organized way, with scheduled supply and ordering requirements.
- Performs other related duties as required and requested, or as the situation dictates.
- Daily review of facility to note and correct any maintenance issues and concerns.
- Maintain company standards, working with safety mindset and using appropriate PPE.

#### **Knowledge, Skills and Ability Requirements:**

- Positive attitude
- Verbal and written communication in English
- Knowledge of hand held power tools, cleaning supplies, and Personal Protective Equipment (PPE)
- Time management as the individual will work with minimal supervision and therefore is required to self-motivate and work safely.

- Physically demanding – use of ladders, staging, scissor lift to service ceilings, electrical requirements, lights and fans, windows, etc. And occasional requirements on the building roof.
- Physically demanding – work with moderately loud or vibrating equipment such as vacuums, buffers, sanders, sandblasting equipment, power sweepers, powered hand tools and others, near mechanical parts and equipment and in precarious places and positions.
- Physically demanding – Frequently move equipment weighing up to 50 pounds; agility to access areas; continuous walking, standing, climbing, balancing, crouching, grasping, pulling, reaching, and stooping is required, which may include uncomfortable physical positions.
- Physically demanding – Sandblasting, Sanding & Painting.
- Physically demanding – Outdoor work in all weather conditions and seasons.
- Physically demanding – exposure to unpleasant conditions such as dust, dirt, fumes and chemicals. Handling of trash, garbage and other potential hazards requires the use of sanitary precautions.

**Preferred Experience and Skills:**

- 1+ years of maintenance, janitorial or "handy-person" experience
- Computer skills: Microsoft including Excel, Word and Outlook

**Part-time Hourly Benefits:**

- 3 weeks unpaid vacation time
- 10 unpaid Holidays
- Accrued paid sick leave
- No weekends, No nights

**Full-time Hourly Benefits:**

- Increase in pay is possible depending on knowledge and experience.
- Up to 4 weeks unpaid vacation time per year
- 10 unpaid holidays off per year
- 40 hour paid sick leave per year
- Up to 50% employer paid health insurance
- Group plan dental, vision available
- No weekends, No nights