

JOB DESCRIPTION

POSITION TITLE: *Facilities Senior Technician*
POSITION REPORTS TO: *Facilities Director, Manager, & Supervisors*
DEPARTMENT: *Facilities*
SCHEDULE (may vary): *Daytime schedule*
RATE/SALARY: *TBD*
(optional to post)

General Description

- Work with Facilities Director in creating a Preventative Maintenance System.
- Performs general and preventative maintenance/repairs of buildings, facilities, equipment, grounds, etc.
- Ability to train and manage others to complete Preventative Maintenance and work orders.
- 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.
- Occasionally assists in Set-up and Tear down for critical events
- Manages Budget as related to Preventative Maintenance and Work Orders
- Other duties, as assigned.

Specific Duties and Responsibilities

- **Carpentry:** *perform basic-to finish carpentry and repairs (partitions, walls, window frames, furniture, etc.).*
- **Electrical:** *performs commercial 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.*
- **Audio/video/lighting:** *Design build skills for audio/video/lighting systems.*
- **Event Props:** *Design Build Skills for Event props.*

Knowledge Skills Require for the Job

- Familiar with use of variety of hand and power tools.
- Possesses a desire for technical & mechanical problem-solving.
- Ability to purchase items needed for Services and Repairs
- 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, lifts, trucks etc. as needed.
- Commercial Electrical experience.
- Operational skills in Audio/video/lighting systems.
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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.
- Work well with others

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.
- Electrical Engineering degree preferred.
- Knowledge of Accounting and Budgets.

Work Environment

- Professional yet semi-casual office.
- Fast-paced environment requiring the ability to multi-task.
- Ability to work in outdoor weather conditions
- Ability to work with risk of electrical shock, loud noise levels, and fumes (cleaning chemicals & paint)

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.
- Ability to work on ladders, scaffolding, and other lift equipment.