



Maintenance Technician

Job Title: Maintenance Technician

Department: Park Operations – Maintenance

Reports To: Park Supervisor

Status: Non-exempt

SUMMARY

- Performs routine and preventive maintenance and repair procedures on assigned buildings, mechanical equipment and building systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs minor and major repair of all buildings and equipment. (Major repairs may be performed based on experience and licensing of the Technician)
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis including but not limited to: inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts. Cleans and inspects HVAC systems and geothermal system; Repairs doors, door locks and closets.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures. May operate a computer which controls and monitors mechanical equipment and utility systems. Trouble shooting for electrical equipment and control circuits; replaces faulty electrical switches.
- Responds to emergency maintenance requests as required.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Maintains records of scheduled maintenance procedures.
- Performs outside custodial duties such as snow and trash removal as required.
- May obtain estimates for supplies, repair parts; orders parts as needed.

SUPERVISORY RESPONSIBILITIES

- May exercise some supervision over outside contracted service vendors

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE

- High school diploma or general education degree (GED) and three (3) years of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Good skill in the use of hand and power tools.



Maintenance Technician

LANGUAGE SKILLS

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization, tenants, clients and vendors.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Tennessee driver's license. Other licensing for HVAC, mechanical, electrical and/or plumbing preferred.

PHYSICAL DEMANDS

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT

- Work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. Additionally Maintenance Technician is situated in company vehicles and travel to multiple locations each day.



SHELBY FARMS PARK
CONSERVANCY

Maintenance Technician

Personal Characteristics

- Dependable, self-motivated and self-aware
- Consistently positive outlook with a “can-do” attitude toward challenges
- Collaborative spirit; works well with team members & volunteers; willingly does whatever needs to be done
- Collaborates with people of different races, backgrounds, experiences and educational levels
- Elicits confidence and builds rapport
- Manages stress in a fast-paced, changing organization
- Demonstrates values of accountability, authenticity, trust and learning

**To apply, email resume and completed job application to jobs@shelbyfarmspark.org.
Include Position Title in subject line. Job application can be found at www.shelbyfarmspark.org/jobs.**