

JOB DESCRIPTION

TITLE: SENIOR GROUNDS AND BUILDINGS MAINTENANCE TECHNICIAN

COMPANY: RAYTEC

REPORTS TO: FACILITIES MANAGER

GENERAL RESPONSIBILITIES:

- Assists with scheduling and supervising maintenance and grounds technicians to accomplish duties outlined.
- Maintains buildings and grounds including mechanical and electrical equipment.
- Performs repairs on equipment including fabricating and welding parts.
- Maintains grounds including snow plowing and landscaping.
- Constructs walls and partitions, wiring phone and electrical connections.
- Provides backup to Facilities Manager.

SPECIFIC DUTIES:

- Maintains carpeting, tile floors, furniture, offices, etc. Strips and waxes floors.
- Repairs furniture.
- Replaces ceiling tiles involving custom fitting and grid repair.
- Cleans various office locations, removes trash, washes walls and performs general housekeeping.
- Builds, installs and repairs wall and cubicle paneling involving drywall erection, painting and wiring installations.
- Relocates offices and constructs furnishings to fit.
- Performs plumbing installations, repairs system leaks, cleans drains, maintains flush valves,
- Installs and repairs and tests electrical and phone wiring.
- Troubleshoots systems and corrects problems to insure proper functioning.
- Schedules maintenance for furnace and air conditioning systems including changing of filters.
- Maintains energy management system.
- Insures proper functioning of all units and backup power supplies.
- Operates and maintains mowing and trimming equipment to keep property in excellent condition.
- Repairs machinery.
- Plows and salts roads and parking areas.
- Applies fertilizer, weed control and pesticides to the grounds.

REQUIREMENTS:

- Requires mechanical reasoning ability and aptitude.
- Ability to use a variety of hand and power tools.
- Knowledge of basic carpentry, painting, drywall installation.
- Knowledge of electrical, HVAC, and phone wiring.
- Experience in grounds maintenance including pesticide application license.
- Ability to acquire NYS Pesticide Applicators License.
- Knowledge of plumbing.
- Ability to climb ladders and move about to facilities.
- Must possess a clean driving record.