



TITLE: Facilities Maintenance Mechanic

DEPARTMENT: Maintenance

REPORTS TO: Facilities Manager

General responsibilities:

- Performs electrical tasks such as changing ballasts, basic wiring, and installing outlets
- Responsible for drywall and ceiling tile repairs and painting
- Performs plumbing tasks such as drain cleaning and flush valve maintenance
- Responsible for fire testing and fire extinguisher inspections
- Changes light bulbs and cleans light fixtures as needed
- Assists in identification of maintenance issues and responds as directed by Facilities Manager to ad-hoc mechanical requests
- Responsible for operation and maintenance of mowing and trimming equipment
- Performs landscaping functions such as pruning of trees and shrubs, maintenance of landscaping beds, and mulching
- Maintains bait stations and applies pesticides/fertilizers as needed
- Routine maintenance of HVAC systems including changing of furnace filters, cleaning filter elements, resetting units as needed. Assist Facilities Manager with operation of energy management system.
- Plow and salt parking lots; shovel and salt walkways to ensure safety of employees
- Set up and/or move furniture as needed
- Independently or as part of a team identifies and implements business process improvements

Requirements:

- Minimum of 5 years of facilities experience in progressively responsible roles
- Mechanical and technical knowledge and skills
- Collaborative team player
- Clean driving record

Preferred skills:

- Bachelors or Associate's degree in Industrial Engineering or equivalent
- NYS DEC Pesticide License
- NYS Structural and Rodent License

ADA Physical/Mental/Workplace requirements:

- Unassisted lifting up to 50 pounds
- Bending, walking, kneeling, pushing/pulling, digging/shoveling
- Able to work on step ladders or extension ladders
- Wearing all PPE as required

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