

**TITLE: Facilities Maintenance Technician**

**DEPARTMENT: Facilities**

**REPORTS TO: Facilities Supervisor**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

This position is responsible for helping maintain the physical integrity of the property and assisting the Facilities Manager and Maintenance Mechanics with their responsibilities. This includes maintaining a safe and sanitary environment for our employees and guests. The Maintenance Technician assists with all aspects of the property's maintenance including the physical grounds, custodial, supplies and preventive/corrective maintenance.

**Specific Duties:**

- All general office cleaning; vacuuming, mopping, dusting, trash removal; including bathroom sanitation
- Occasionally strip and wax floors, carpet and upholstery cleaning
- Furniture setup and moving
- Storing and replenishing break and conference room supplies
- Be familiar with all facilities and building layouts
- Snow plow, shovel and salt as needed
- Performing errands such as mail pick up and drop off

**Job Qualifications:**

- High School Diploma or equivalent
- Valid NYS Driver's License
- Ability to communicate in English
- Ability to drive to work sites and maintain a clean driving record
- Ability to work independently
- Ability to follow set maintenance schedule (program)
- Ability to work overtime when needed
- Ability to use manual and power cleaning equipment
- Knowledge of hand and power tools
- Mechanical skills to maintain equipment

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Able to lift and/or move up to 50 pounds
- Able to stand (75%); walk (20%); stoop, kneel or crouch (5%), as required
- Able to wear safety glasses and foot protection throughout shift
- Able to wear hearing protectors (ear plugs) throughout the shift while working in an environment with moderate noise levels

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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