

TITLE: Facilities Maintenance Mechanic

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager and Plant Manager

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:

The Facilities Maintenance Mechanic is responsible for housekeeping, general cleaning, maintenance and coordinating the physical integrity of the property, assisting the Facilities Manager with maintenance of Gorbels, Inc. properties. This includes maintaining a safe and sanitary environment for employees and guests. The Facilities Maintenance Mechanic assists with all aspects of the property's maintenance including the physical grounds, custodial, HVAC, supplies, light carpentry, plumbing, painting, and preventive/corrective maintenance.

Specific Duties:

- Furniture setup and moving
- Cleaning/Janitorial – Vacuuming, shower/toilet cleaning, mopping, dusting, bathroom/restroom and break room cleaning.
- Storing, replenishing supplies. Inventory supply
- Perform preventative maintenance to ensure optimal operating conditions of equipment
- Familiarity with all facilities and building layouts
- Plumbing - drain cleaning, flush valve maintenance
- Electrical - basic wiring, changing ballasts and/or light bulbs, replace outlets
- Landscaping/grounds maintenance - operation and maintenance of mowing and trimming equipment
- Trimming and raking - prune trees and shrubs, maintenance of landscape beds and mulching
- Snow plowing, shovel and salt as needed (Geographical)
- Provides back up to the Facilities Manager including: access control system administration, energy management system adjustments, day to day work of the department
- Trains other Maintenance Technicians (Geographical)
- Works with Facilities manager on coordinating vendors, suppliers and renovations projects
- Other duties as assigned by supervisor.

Job Qualifications:

- At least two years of experience in office cleaning and maintenance
- Experience with power cleaning and grounds maintenance equipment
- Ability to communicate in English
- Ability to drive to work sites and clean driving record
- Ability to work independently
- Ability to be on-call and work weekends (If Needed)

Preferred Skills:

- Mechanical aptitude; plumbing, electrical, carpentry, drywall, painting, etc.
- Knowledge of hand and power tools
- Experience with Lock out/Tag out procedures
- Mechanical skills to maintain equipment

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Unassisted lifting up to 50 pounds
- Bending, Walking, Kneeling, Pushing/Pulling, Digging and Shoveling
- Able to work on step ladders, extension ladders and rooftops
- Wear all PPE as required

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

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