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## Building & Grounds Maintenance Technician

### Job description

As a Building and Grounds Maintenance Technician, you will play a key role in the upkeep of our facility. You will be responsible for applying basic fixes to equipment and building systems to ensure facilities are tidy and functional. You will perform building surveys, cleaning & custodial activities, and preventative maintenance tasks. Your eye for detail, excellent follow-through, and technical knowledge will make you excel in this position.

### Responsibilities:

- Perform cleaning activities such as dusting, mopping, and janitorial, etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls, etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Move desks, chairs, bookcases etc.
- Perform garden/yard upkeep by mowing the lawn, collecting trash, snow removal and ensuring the exterior of our building is clean and tidy
- Conduct maintenance tasks such as replacing light bulbs and ballasts, changing filters, etc.
- Inspect and troubleshoot equipment and systems
- Check functionality of safety systems, such as fire alarms
- Collaborate with workers and other professionals during repairs and renovations
- Report to operation manager for issues
- Follow directions from team leads, supervisors, and managers
- Seek out bids from vendors for building repairs
- Maintain a safe, clean, and organized work environment
- Adhere to all safety rules, have great attendance, and give it your all every day

*The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.*

**Company Expectations:** 100% Teamwork - possess a positive attitude, approach to work with the intent and motivation of always helping fellow coworkers. Adhere to policies, processes, and procedures, with the ability to adapt to change to best support business needs and always strive to exceed expectations.

Understand goals and work towards surpassing them by having a sense of urgency, staying on task, having great attendance, reporting issues, and making continuous improvement a daily goal.

### Essential Functions:

- Basic knowledge of building equipment, plumbing, and electrical systems
- Experience using hand and electrical tools
- Ability to read technical manuals and drawings
- Very good communication and interpersonal skills
- Successful completion of an apprenticeship will be a plus
- Good physical condition and strength with a willingness to work overtime
- Must be at least 18 years old, high school diploma preferred, detail-oriented. Must pass a background check
- Willingness and understanding you will get dirty at times and may have to work with cleaning chemicals
- Skill and ability to work with your hands, manual tools, and other instruments
- Ability to lift 100 pounds, stand & work on your feet for 8+ hours a day, and under pressure at times
- Have a Can-Do Attitude, with good time management, communication, and decision-making skills
- Self-starting and motivated; believe in teamwork and uphold the ability to always help others
- Adhere to all safety rules, give it your all every day, must have regular, reliable, and predictable attendance

- *The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

Job Type: Full-time

Pay: \$15.00 - \$20.00 per hour based on experience

Contact Mrs. Deborah Ordan 414-871-9376 ext. 1029

Operations Manager

Yeshiva Elementary School