

Job Description and Standards of Performance

Position Title: Building Maintenance Person
Specialization: HVAC, Electrical & Maintenance

Affiliation: Guild

Date Updated: 6/8/07

Updated by: Dobson

Job Code #: 42F032

Position Purpose/Objective:

Performs building system and property maintenance and repair. Provides support to other facilities projects.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Oversees building energy management system (HVAC) including preventive maintenance and repairs. CORE	<ul style="list-style-type: none"> • Energy management system is monitored on a daily basis and information is given to the manager in requested format; system problems are acknowledged and corrected as quickly as possible
Provides knowledgeable maintenance / repair on other equipment and property. CORE	<ul style="list-style-type: none"> • Repairs: light electrical, machines (and any other cleaning or maintenance need as required.) • Preventive maintenance is performed as scheduled by manufacturer or management's recommendations. Record of PM history is maintained. • Maintains appropriate levels of supplies Supplies ordered after manager approves. • Responds to Help Desk requests in a timely, professional manner. Recommends solution and time schedule of repairs to manager and internal customer. • Snow and ice is removed on an as-needed basis. • Maintenance projects are performed in a timely and efficient manner.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

<p>Responds to building alarms</p> <p>CORE</p>	<ul style="list-style-type: none"> • Building alarms are responded to immediately. Follows protocol for proper alarm response. Communicates with appropriate parties regarding the nature of and response to the situation that triggered the alarm.
<p>Maintains LOTO Procedures via manual updates and computer records.</p> <p>CORE</p>	<ul style="list-style-type: none"> • Writes and updates LOTO via computer and updates the procedural notebooks.
<p>Supports facilities department with various building projects (e.g. office moves, furniture reconfigurations, etc.)</p> <p>SUPPORTING</p>	<ul style="list-style-type: none"> • Projects are completed in a professional, efficient and timely manner.
<p>Vendor contact.</p> <p>SUPPORTING</p>	<ul style="list-style-type: none"> • Contact vendors and orders supplies as needed. • Assists manager with vendors during projects.
<p>Performs duties of head janitor as needed.</p> <p>SUPPORTING</p>	<p>Duties are performed to expectations listed on that job description.</p>
<p>Other related duties as assigned.</p> <p>SUPPORTING</p>	<p>Additional duties are performed in a timely and accurate manner.</p>

Required Education and/or Experience/Knowledge:

Excellent HVAC (chillers/boilers very important), light electrical, machinery, maintenance skills and the ability to recognize and solve problems.

Required Skills: Must be able to lift fifty pounds, be able to use and repair variety of job related mechanical equipment, able to climb ladders. Must be computer literate.

This position reports to:

Manager of Contracts, Supplies and Facilities