



**22806 Northwest Lake Dr.
Houston, Texas 77095
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Position: Maintenance Technician

Reports to: Facilities Manager

Summary

The Maintenance Technician is responsible for performing highly diversified duties to install, troubleshoot, repair, and maintain equipment and facilities. Must be responsible, personable and highly attentive to detail and quality.

Duties and Responsibilities

- Perform weekly and monthly building inspections and complete HVAC, plumbing, electrical, roofing, overhead door, and general building repairs as necessary.
- Keeps up with preventive maintenance schedules and/or procedures
- Oversee maintenance/repairs work performed by outside contractors
- Maintain and complete documentation for fire extinguishers, fire suppression systems, building alarm contacts and other building systems
- Maintain and repair locks, locking mechanisms, closers, doors, and controllers
- Respond quickly in the event of an emergency, notify appropriate personnel, and follow safety protocol
- Must work in collaboration with trades, teams, and inspectors
- Maintains a clean, safe work area in compliance with Corporate/OSHA Standards and performs all work in accordance with established safety procedures
- Assist the Facilities Manager in maintaining facility operations during their absence.
- Perform other maintenance duties as requested

Knowledge, Skills, and Abilities

- Ability to use hand tools and power tools
- Ability to follow instructions from supervisors
- Excellent organizational and time management skills
- Able to work occasional overtime which could include Saturdays.

Physical Requirements:

- Prolonged periods of standing and walking throughout facilities
- Must be able to lift up to 50 pounds at a time
- Must be physically able to climb ladders, bend, or crawl into awkward spaces

Qualifications:

- High School diploma or GED required
- Good communication skills (oral and written)
- Bilingual (English & Spanish) highly preferred
- Minimum of three years of facilities maintenance experience required.