Service Team/Maintenance Technician Job Description

Qualifications or Experience

We are looking for qualifications or experience in any of the following areas:

- Plumbing work including: drain cleaning, setting and repair of toilets, sink, drain and drinking fountain repair
- Mild electrical work including: replacing switches and outlets, installing new outlets, interior/exterior light repair
- HVAC work: Certification a plus but not required. Work includes: duct re-working or installation, troubleshooting heating and cooling systems/cooling towers
- Landscape maintenance including: irrigation repairs, tree and landscape trimming
- Exterior building maintenance including: gutter cleaning and repair, shingle repair and replacements, window cleaning, washing sidewalks and building exteriors
- Grounds maintenance including: policing lots, picking up trash, emptying cans, and sweeping public entrance areas
- Maintenance and repair on commercial and residential door locks or closers
- Painting, drywall, finishing, sanding
- Carpentry and light framing
- Snow removal
- Installation and maintenance of temporary and permanent signs on properties
- Minor parking lot repairs, restriping limited areas
- Assisting with demolition and construction activities
- Moving equipment, debris and waste from job sites
- General building maintenance

Structure

- Report to Facilities Manager
- Non-Exempt Employee
- Full-Time position needed

Hours in the Office

- Regular Shift: 8:00 am to 5:00 pm EST.; Overtime to be approved in advance.

Requirements

- Excellent customer service skills
- Reporting needed maintenance to supervisor and arrange for servicing.
- Coordinating with outside contractors any exterior work being done in your area of responsibility.
- Other duties assigned by your department
- Some work is outdoors and physical – cannot have physical limitations.
- Sensitivity to confidential matters may be required
- Valid driver’s license

Please send resume to Lara Gastright, lgastright@zallacompanies.com, or call 859-341-5523 for an application.