**Purpose Statement:**

The General Maintenance Technician is primarily responsible for implementing and carrying out the preventive and routine maintenance tasks for all company clients to prolong and ensure appropriate operation of equipment and systems; identifying repair/replacement needs necessary to maintain equipment and systems; observing and providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

**Essential Functions**

Coordinates with clients, requestors and other trades for the purpose of completing all company driven work onsite, efficiently, economically and at all times ensuring quality work.

* Responsible for the completion of all maintenance service requests as assigned
* Schedule and complete the “Preventive Maintenance Program” for each facility or area assigned
* Monitor and maintain all building systems as assigned (i.e., boilers, thermostats, furnaces, AC units, etc.)
* Coordinate special projects as assigned by Maintenance Supervisor
* Assist in monitoring all work being performed at assigned locations by outside contractors
* Paint interior and exterior walls as assigned by Maintenance Supervisor
* Replace washers, faucets and seals, drains and other malfunctioning plumbing equipment, within limits of non-licensed services, to repair leaky faucets and/or plumbing fixtures
* Install light bulbs, ballast, sink faucets, doors, cabinets, patch sheet rock, bulletin boards, door grills, water filters, air filters and other items as assigned by Maintenance Supervisor
* Responsible for 24-hour emergency maintenance service as scheduled
* Carry pager/cell phone as required for on-call maintenance and communication with central office
* Complete grounds work as directed by Maintenance Supervisor, which may include picking up trash, sweeping sidewalks, spreading sand/ice melt, spraying for weeds, etc.
* Responsible for alerting supervisor, building owner(s)/occupants, and managers of any unusual occurrence and/or safety issues that have taken place or occurring
* Complete payroll time-sheets and mileage reimbursement and submit to supervisor as determined
* Maintain a professional and courteous manner with all customers, contractors, vendors, and fellow employees
* Assure safety standards are used which comply with all company, local, city, State, and Federal guidelines
* Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items
* Responds to emergency situations for the purpose of resolving immediate safety concerns
* Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site
* Ensure compliance of all work related activities in a fair, ethical, and consistent manner
* Work within established expense limits
* Follow establish company policies and good moral standards
* Maintain inventory controls for cost effective operations
* Complete all special projects and other responsibilities as determined and/or assigned by supervisor

**Other Functions**

Assists other trades personnel and sub-contractors as may be required for the purpose of supporting them in the completion of their work activities.