

GRADE: 8
DIVISION: FACILITIES MANAGEMENT – Building & Grounds Maintenance

POSITION SUMMARY:

This temporary fulltime position is mainly responsible for performing highly diversified duties to install, troubleshoot, repair and maintain building and facility equipment, fixtures, and rooms according to support the achievement of the site’s business goals and objectives. Primarily responsible for building maintenance and repairs, carpentry, painting, laying tile, furniture moving, cleaning and assisting with grounds-keeping and housekeeping tasks.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Performs painting, carpentry, and building repairs as needed. Prepares new and old surfaces for finishing by use of sandpaper, burners, scrapers, brushes, and sanding machines; putties, plasters, caulks, or fills; repairs cracks and holes; and applies finish by brush, roller, or spray gun.
2. Maintains and repairs various types of buildings, sheds, scaffolds, forms, frames, fences, and other structures; alters, repairs, and maintains doors, floors, partitions, stairways, windows, screens, and miscellaneous wooden fixtures; fits and glazes glass in windows and doors; maintains various types of roofs; and operates various equipment in the carpentry shop.
3. Moves equipment and furniture as requested.
4. Changes lighting and air conditioning filters.
5. Installs, maintains, and repairs valves, faucets, traps, sinks, and wash bowls, and water, sewage, air, steam, and gas lines; bends, cuts, reams, and threads pipe using stocks and dies, threaders, and power saws; cleans and maintains various hand and power tools and equipment; replaces light bulbs; and utilizes standard and specialized electrical test apparatus such as voltmeters, ammeters, and ohmmeters.
6. Assists with sweeping, mopping, waxing, and vacuuming duties on building floors; and scrubbing, washing, dusting, and polishing woodwork.
7. Assists in snow and ice removal.
8. Completes required training in support of duties and responsibilities of this position.
9. Take the role as the lead technician and assign projects and tasks to the night crew.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL:

1. Operates trucks, forklifts, and other vehicles in the performance of assigned duties, and performs minor maintenance on vehicles.
2. Mows grass, maintains shrubbery, and performs landscaping maintenance as necessary.

QUALIFICATIONS/SPECIFICATIONS:

Education: High school diploma or equivalent required. Completion of a craft apprenticeship preferred, or an equivalent number of years of education and production maintenance experience.

Experience: Two or more years of experience in janitorial work, painting, machinery repair, or one or more of the building trades required.

Knowledge and Skills:

- Must possess considerable knowledge of all facets of building maintenance and repair including knowledge of safety procedures in using tools, and in working with potentially hazardous substances and electrical systems.
- Principles of carpentry, plumbing, painting, and electrical work.
- Principles of heating, ventilation and cooling systems.
- Able to add, subtract, multiply and divide.
- Work with tools and supplies necessary to complete projects.
- Able to understand and follow verbal or demonstrated instructions, write identifying information, and request supplies verbally or in writing.
- Knowledge of what constitutes hazardous chemical and biological materials/wastes, and safety procedures in handling such materials.
- Experienced at calculating and creating a material list for flooring, painting and construction projects.
- Ability to work evenings and weekends as assigned.
- Experience using hand and electrical tools.
- Ability to read technical manuals and drawings.

Licenses:

- Valid Oklahoma driver's license required. Class C driver's license and Forklift certification preferred.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with all personnel regarding maintenance requests.
- Occasional external contact with contractors or vendors to give instructions or to obtain information.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Manager, Facilities Management

PHYSICAL/MENTAL EFFORT:

- Heavy lifting (over 50lbs) and moving furniture, boxes, and tools.
- Motor skills are required to use tools and repair equipment.
- Must be able to solve practical problems involving a variety of variables with limited standardization.
- Must be able to define the nature of an equipment/structural problem based on limited information.

- Must have the ability to climb heights and climb onto ladders.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, pushing, pulling, and climbing all day for jobs associated with furniture moving, painting, sanding, and plumbing.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Exposure to printing chemical vapors, noise, dust, and hazardous materials, and exposure to undesirable weather conditions.

SPECIAL REQUIREMENTS:

- Must maintain TCCHD record confidentiality according to HIPAA regulations.
- Must be willing and able to perform job-related travel.

FLSA Status: Non-Exempt