

	<h1 style="text-align: center;">Facilities Maintenance Technician</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number:  JD-SS-08.04
	Department: Materials Management	Effective Date: December 05, 2016	Revision No 0

### I Reason for Existence

Responsible for performing routine building maintenance tasks. Performs building maintenance tasks in one or more fields, such as but not limited to electrical, plumbing, air conditioning, carpentry, and others.

### II Immediate Leader

Reports to the MMD Assistant and Materials and Management Manager

Include but not limited to

### III Duties and Responsibilities

1. Inspect buildings and other structures to determine functional systems and detect malfunctions that needed repair making notes and recommendations using the daily checklist.
2. Perform minor electrical maintenance to include but not limited to replacement or repair of fixtures (e.g. replacement of light bulbs and sockets, switches, minor repair of appliance, re-wiring, etc.) using appropriate hand and power tools.
3. Perform minor plumbing maintenance (e.g. replacement or repair of leaks on water line, drains, hose, etc.).
4. Perform minor masonry work, painting, and carpentry.
5. Perform cleaning of air conditioning units on a regular basis.

**DDC:** *Please refer to printed files for signatures of approvers.*

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6. Oversee pest control application by sub-contractors on a periodic basis or as the need arises.
7. Record all routine and preventive maintenance works.
8. Order parts and maintain required documents.
9. Perform other work related tasks as may be assigned by his/her immediate leader. .

#### IV Minimum Qualifications

1. Graduate of secondary education and preferably vocational course on residential/industrial electrical education.
  2. At least two (2) year experience in construction and/or facilities maintenance.
  3. With good communication and interpersonal skills.
  4. Must be customer oriented.
  5. Ability to understand and follow directions as given.
- Ability to work with minimal supervision.

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