

**JOB TITLE: FACILITIES MAINTENANCE TECHNICIAN**

Division:	Planning and Operations	Reports To:	Director, HR & Operations
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SUMMARY: The Facilities Maintenance Technician (FMT) is responsible for the maintenance of the ABET building, ensuring that it meets legal requirements and health and safety standards. The FMT monitors and operates the HVAC systems. The FMT is responsible for the ongoing preventive maintenance and repair work on facility mechanical, electrical and other installed systems including fire and security alarms. This role requires day-to-day coordination of building maintenance (reactive and preventive). The FMT works with the Director, HR and Operations in managing all outside contractors in support of the office operations, including maintaining records and contracts, manage project activities, and coordinating contractor work schedule. The FMT is the primary contact for facility related emergencies which may require evening and weekend work.

Reporting to the Director, HR and Operations, the Facilities Maintenance Technician provides facility specific recommendations/ advice as needed. The FMT should be professional, customer-focused and able to work in a diverse and dynamic environment. The FMT must be able to use time and resources effectively and efficiently, have excellent interpersonal skills and organizational and project management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform on going preventive maintenance and repair work on facility mechanical, electrical, and other installed systems.
- Maintains, operates all HVAC systems and associated equipment, and monitor the building automation system.
- Perform general maintenance (e.g. change light bulbs, maintain exterior property including snow removal, etc.) and manual repairs as needed;
- Manage preventive maintenance contracts (including monitoring and coordinating PM schedules) for the HVAC, elevator, alarms and other facility equipment or installed systems, pest control etc.
- Coordinate cleaning needs of the building with the cleaning service provider as well as with trash removal service;
- Respond to emergencies- serving as the primary contact for all facility related emergencies (Including but not limited to fire alarms, HVAC system alarms, security alarms, etc). Includes monitoring and responding to building security/fire system alarms which may require work even during off work hours, weekends and holidays;
- Review and understand equipment and methods of operations, Building Automation System (BAS), safety and security, and other systems.
- Perform facility inspections, prepare and submit reports of conditions in the building and recommend actions to be taken;
- Maintain compliance to City, County, State ordinance and codes;
- Support any afterhours building needs and activities as required;
- Maintain the plans for fire evacuation, disaster response, up-to-date records for all state, federal and insurance semiannual and annual inspections; warranties, maintenance requirements and the implementation of scheduled servicing for key assets;
- Assist in budget preparation and ensure it is followed

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JOB DESCRIPTION

POSITION:
TECHNICIAN

- Works with the Office Support Specialist, to ensure office and facilities supplies are at a level that will allow the office operations to run at optimal levels;
- Provides logistical support for meetings and other ABET activities, which includes coordinating clean up service for the event, office meeting rooms set-up as required, monitoring/adjusting security set up for doors, elevator access and HVAC needs.
- Works with quality system internal audit to complete audit of facilities for ISO Certification.
- Implements purchasing and inventory process for fixed assets and office supplies in compliance with the approved budget (including preparing purchase orders and reconciling related monthly invoices for approval and payment).

SUPERVISORY RESPONSIBILITIES: NONE

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Associate's degree from an institution accredited by a recognized accrediting institution
3 years of facilities maintenance experience;

or a combination of education and at least 5 years of proven experience in facilities maintenance
Certificate in HVAC, building maintenance technology or relevant field a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A thorough knowledge of general maintenance procedures along with a skill set that includes basic proficiencies in some or all of the following: plumbing, carpentry, HVAC, electrical/mechanical systems
- Valid First Aid and AED certification would be an asset
- Proficient in MS Office applications (Word, Excel, Power Point)
- Knowledge of basic internet and email operations
- Ability to perform and manage technically complex projects using independent judgment and personal initiative
- Strong oral and written communication skills
- Strong customer and interpersonal skills are essential.
- Aptitude for organizing tasks, managing time and prioritizing projects
- Must exhibit sound judgment, tact, courtesy on a daily basis, and have excellent rapport with staff members.
- Ability to develop strong relationships with other internal departments.
- Excellent time management and task tracking skills

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms, climb ladders, crawling in/through low spaces. Tasks include the need for hand finger dexterity, clear speech, hearing/listening, reading and writing, lifting and moving furniture and related equipment, heavy equipment.

The employee must be able to lift and/or move objects of at least 50 pounds.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

ABET CORE VALUES

The Facilities Maintenance Technician, will embody the ABET Core Values by respecting the contributions provided by her/his co-workers, ABET Experts and customers. The values we embrace:

- **Authentic** - My actions will reflect the respect I have for the professional relationships we have developed. I will balance my objectives with sensitivity for others while instilling trust in those with whom I work.
- **Business-Like** - I will conduct myself professionally at all times, while committing to delivering world-class results and satisfying experiences – both inside our organization and while interacting with our external stakeholders.
- **Expert** - I will demonstrate expertise in my area of responsibility, constantly challenging myself to learn more while applying those lessons learned to improving the efficiency and impact of our organization. I am also committed to taking advantage of the opportunities ABET provides me to refine my expertise and help further my professional development. I will seek out and participate in assignments that I am qualified by education and experience and will rely on the expertise of my peers in the areas outside of my own.
- **Targeted** - I will focus my efforts on specific objectives that will enable me to deliver results to create a positive impact to further ABET's core purpose.

EMPLOYEE NAME:

Employee Signature:

Date:

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