

Position Purpose

The Maintenance Worker is responsible for maintaining buildings, equipment; and making cosmetic, mechanical, and structural repairs as needed, while maintaining the appearance of the facility and ensuring that the facility is tidy, functional, and organized at all times. There are various responsibilities with this position depending on the needs from day to day. Mostly the job consists of preventive maintenance and repairs, but also includes receiving deliveries, sorting mail, running errands, helping with setup and teardown of meeting spaces, janitorial as needed and occasionally scheduling automated systems for HVAC, security, and lighting.

Principal Responsibilities/Duties/Functions/Tasks

- Greeting contractors, event staff, security personnel and event rental guests as needed to provide them access, escort, and assistance.
- Operates a variety of hand and small power tools and equipment in support of the operations department
- Preparing the facilities for events by attending weekly rentals meetings, staying informed of schedules, and moving/setting up tables & chairs, aiming track lights, adjusting lighting, HVAC, sound settings, scheduling locking and unlocking of various doors and gates.
- Regularly performing mechanical tasks such as: changing light bulbs & ballasts, A/C filters, cleaning HVAC equipment, locks, drawers, light electrical and plumbing repairs, furniture repairs, hanging pictures, etc.
- Performing cosmetic building tasks on the interiors and exteriors such as: paint repair & touchup, drywall patching, window washing, replacing ceiling tiles, repairs to signage, controlling wasps and ants, cleaning surfaces, etc.
- Assisting in the unstopping of toilets, sinks and drains, cleaning up spills, and sorting recycling.
- Organizing and inventorying parts and supplies (light bulbs, lighting ballasts, chair parts, painting supplies, cleaning supplies, masks, hand sanitizer, plumbing parts, etc.)

Supervisory Responsibility

This position may be responsible for supervising a volunteer.

Position Type, Expected Hours of Work, Travel

This is a full-time position, and regular hours of work and days are Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, this position can regularly require flexibility, long hours and weekend and evening work. Local daytime travel may be required.

Work Environment

Work is regularly performed in a combination of office, warehouse, loading dock, roof, and other outdoor environments and is regularly exposed to plants, dust, dirt, odors, noise, wind, rain, heat, and cold.

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 talk or hear. The employee is at times required to work at a desk and on a computer; and is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must also be able to operate machinery, use hand tools, use step stools; climb ladders; work in high places; move and carry large and/or heavy items up to 100 lbs., push and pull carts up to 425 lbs.; and work in outdoor environments including accessing and working on building rooftop areas.

Special Position Requirements

Employee must be able to tolerate heights and must be comfortable working from ladders taller than 14 feet and people lifts operating higher than 20 feet.

Required Education and Experience

- H.S. Diploma or GED
- Minimum of two years' experience in mechanical, electrical, plumbing, or other facility related trade
- Familiarity with building maintenance procedures including plumbing, electrical, HVAC, mechanical, light carpentry, painting, and landscaping
- Basic Computer competency

Preferred Education and Experience

- Bilingual Spanish

Additional Eligibility Qualifications

- Customer service focused attitude with ability to be flexible and respond to internal and external customer requests in a timely manner
- Communication proficiency with good verbal communication skills
- Ability to manage and prioritize multiple work priorities under time sensitive deadlines
- Ability to read and understand instructions and follow written directions

AAP/EEO Statement

FWBG|BRIT is committed to a policy of equal employment opportunity. See Employee Handbook for detailed policy.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.