

# FOUNDATION FOR THE CAROLINAS

## Job Description

Title: Facilities Technician Division/Department: Operations

Reporting To: Facilities Manager

FLSA Classification:  Exempt  Non-Exempt

Employment Type:  Full Time  Part Time  Intern  Contract

### POSITION SUMMARY

The Facilities Technician completes scheduled maintenance tasks assigned by the Facilities Manager through the Facilities work-order system. The Facilities Technician helps operate and maintain the systems within the building including security, mechanical, electrical, and plumbing. Maintenance of furnishings, fixtures and finishes along with occasional janitorial work is also required. The Facility Technician works along with the Facilities Engineer and the Facilities Manager to execute day to day maintenance and repairs. The Facility Technician partners with the Facilities Manager to ensure safe, efficient and effective operation of FFTC building assets to maximize customer and staff experience.

### DUTIES & RESPONSIBILITIES

- Works under the direct supervision of the Facilities Manager
- Executes tasks assigned by the work order system and updates work order status and equipment maintenance information
- Identifies maintenance, repair and building operational issues that could affect or impair efficient and safe building functioning
- Partners with other Facilities staff including janitorial and security personnel to provide the best guest experience
- Coordinates tasks assigned by the work order system to minimize interruptions to normal daily building activities
- Coordinates with external service providers accessing FFTC systems such as electricians, plumbers, and HVAC technicians
- Responds to facilities systems alerts and maintenance requests under the direction of the Facilities Manager
- On-call availability for occasional evening and weekend response to system alerts and unplanned repairs
- Performs ongoing day-to-day facility maintenance tasks such as painting, drywall repair, carpet cleaning, changing light bulbs, and other tasks as needed or assigned
- Occasionally assists Day Porter as necessary, helps with janitorial tasks, and meeting space support

### JOB QUALIFICATIONS

- Previous maintenance experience
- Basic technical proficiency and experience in one or more skilled trades such as electrical, plumbing, mechanical, carpentry, or building automation
- High School graduate or GED equivalent
- Some continuing education or trade school classwork preferred
- Previous experience working in a commercial office environment preferred

- Good organizational skills and ability to work independently
- Availability to respond to unplanned repairs and system alerts
- Must be able to climb ladders, lift 25 pounds, capable of bending and stooping
- Ability to communicate and coordinate maintenance tasks with employees, management and contractors
- Ability to lift objects, tools, furniture and equipment; climb ladders and work from heights; work outside in varying weather conditions
- Basic keyboarding and computer experience needed to utilize work-order system
- Basic structural awareness and understanding of commercial facilities
- Willingness to learn new skills and improve existing proficiencies
- Knowledgeable in the use of a variety of hand and power tools used in facility maintenance

### POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

*All Employees:*  Communication & Interpersonal Skills

*Executive Team:*  Leadership  Strategic Thinking  Fiscal Stewardship

*All Supervisors:*  Delegating Responsibility & Empowering Employees  Managing Employee Performance  Ensures Consistent Policies & Practices

*General:*

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|---|--|--|
| <input type="checkbox"/> Affiliate Management             | <input type="checkbox"/> Budgeting & Cost Awareness  | <input type="checkbox"/> Building Organizational Commitment          |
| <input type="checkbox"/> Building Team Environment        | <input type="checkbox"/> Client Records              | <input type="checkbox"/> Concern for Employee Satisfaction           |
| <input type="checkbox"/> Customer Skills                  | <input checked="" type="checkbox"/> Dependability    | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation      | <input checked="" type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management                             |
| <input type="checkbox"/> Implementing New Technologies    | <input type="checkbox"/> Initiative                  | <input type="checkbox"/> Innovative Thinking                         |
| <input checked="" type="checkbox"/> Job Skills            | <input type="checkbox"/> Managing Meetings           | <input type="checkbox"/> Managing Multiple Priorities                |
| <input type="checkbox"/> Meeting Targets                  | <input type="checkbox"/> Presentation Skills         | <input type="checkbox"/> Product Knowledge                           |
| <input type="checkbox"/> Productivity                     | <input type="checkbox"/> Project Management          | <input checked="" type="checkbox"/> Quality of Work                  |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented            | <input checked="" type="checkbox"/> Technical Skills                 |