

Capstone On-Campus Management LLC
Job Description

Job Title: Maintenance Technician
Reports To: Maintenance Supervisor
FLSA Status: Non- Exempt

Summary

Under the direct supervision of the Maintenance Supervisor, the Maintenance Tech is responsible for all aspects of facility maintenance, renovation and repair. The Maintenance Technician serves in the on-call rotation for maintenance emergencies 24 hours per day, 7 days per week.

Essential Duties and Responsibilities

- Complete interior and exterior maintenance programs to insure quality repairs.
- Respond to all maintenance requests within 48 hours.
- Assist in overseeing all work performed by various contractors for renovations/repairs and inspect upon completion to insure quality workmanship.
- Oversee bi-monthly inspections of the HV/AC units and change filters as required by manufactory of the system.
- Conduct weekly general inspections of assigned buildings. Report the findings of these inspections to Maintenance Supervisor with appropriate recommendations for proactive solutions.
- Monitor sidewalks during snow season to help prevent ice build-up.
- Perform general furniture repair, painting during non-turn periods, general plumbing, some appliance repair and minor electrical repairs.
- Perform damage inspections when units are vacated.
- Be available for 24 hour emergency maintenance calls on a scheduled, rotating basis.
- Other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:
Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Interpersonal Skills - Focuses on solving conflict, not blaming; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively.

Teamwork - Contributes to building a positive team spirit.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; works with integrity and ethically.

Organizational Support - Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Two to three years experience in related field.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Compensation: \$17.00-\$18.00/ hour, excellent benefits including medical, dental, 401K and professional development funding.

Approximate Start Date: December 15, 2016

To apply please submit cover letter, resume and contact information for three professional references to Vallyn Merrick, General Manager vmerrick@cocm.com