

Job Title: Facilities Technician**Job Type:** Full-time / Part-time**Job Summary:**

We are seeking a dedicated and skilled **Facilities Technician** to oversee the general maintenance and upkeep of our building, its contents, and the surrounding grounds. The Facilities Technician will ensure a safe, functional, and well-maintained environment for guests and staff by performing routine maintenance, inspections, and repairs on essential building systems.

Key Responsibilities:

- Perform routine maintenance on building systems, including plumbing, electrical, HVAC, and general facility upkeep.
 - Perform general repairs on furniture, fixtures, equipment, and building infrastructure.
 - Inspect and monitor the condition of building equipment and systems, identifying and addressing potential issues before they become major problems.
 - Monitor electrical, plumbing, and HVAC systems to ensure proper functionality and report any malfunctions.
 - Respond to maintenance requests in a timely and efficient manner to minimize downtime and disruptions.
 - Perform general repairs and upkeep on facilities, such as painting, replacing fixtures, and conducting minor construction tasks.
 - Ensure all equipment and facilities meet safety standards and comply with regulations.
 - Follow safety regulations and procedures to ensure a secure environment for guests and staff.
 - Maintain clean and organized workspaces, ensuring that tools and materials are stored properly.
 - Assist in coordinating building projects, facility upgrades, and exhibit installations.
 - Assist with event setup, furniture arrangements, and minor renovations as needed.
 - Coordinate with vendors and contractors for specialized repairs or installations.
 - Monitor inventory levels of maintenance supplies and order replacements as necessary.
 - Maintain detailed records of all maintenance and repairs performed, ensuring accurate documentation.
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Qualifications & Skills:

- High school diploma or equivalent preferred; technical certification in a related field is a plus.
- Experience in general building maintenance, facilities management, or a related field.
- Knowledge of basic plumbing, electrical, carpentry, HVAC systems, and computers.
- Ability to troubleshoot and solve mechanical and structural issues efficiently

- Familiarity with safety regulations and building codes.
 - Effective problem-solving and time-management skills.
 - Excellent communication and teamwork skills.
 - Ability to lift heavy objects, work at heights, and perform physical tasks as needed.
 - Availability for occasional on-call duties or emergency maintenance requests.
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Work Environment:

- This position may require standing, lifting, bending, and working in various indoor and outdoor environments.
- Occasional after-hours or weekend work may be necessary to address urgent maintenance needs.