



JOB OPENING: Building Maintenance Technician

Are you a positive and creative problem solver? Are you looking for an opportunity to learn and work hard on the job? Do you enjoy a collaborative, forward-thinking work environment? We want you on our team! Columbus Speech & Hearing Center has an immediate opening for a part-time Building Maintenance Technician.

General Responsibilities

Meet with the Facility Manager regularly to provide updates and receive assignments and direction.

Assist with managing the Center's facility contracts (custodial, HVAC PM, refuse collection, etc.).

Respond to urgent maintenance issues (overflowing sink or toilet, etc.) in a timely manner.

Perform basic maintenance tasks as needed, including but not limited to light electrical, plumbing, drywall patch, painting, hanging pictures/signs, moving furniture, etc.

Configure meeting rooms as requested.

Facilitate and coordinate the work of specialty building contractors (HVAC, etc.).

Inventory and order custodial supplies monthly, and purchase maintenance items as needed.

Perform periodic inspection and testing of life safety systems (emergency lights/exit signs, fire extinguishers, AED, elevator fire safety test, etc.), and maintain records of inspection and testing for external inspectors.

Inventory and restock First Aid Kits.

Serve on the Safety Committee in a leadership role to insure the Center provides a safe and accessible work environment that complies with regulatory requirements including The American with Disabilities Act.

Assess current equipment and determine which items to purge, keep, or replace.

Help set up, transport, and coordinate supplies and equipment usage for special events.

Other duties as assigned.

Requirements

- High school diploma
- Two years of building maintenance or construction trade experience
- Ability to lift 60 pounds regularly and safely
- Valid driver's license, safe driving record, and personal vehicle with appropriate level of insurance
- Basic computer skills
- Ability to work independently and assist with multiple projects and priorities
- Ability to be courteous and helpful and to communicate and relate effectively with diverse groups of people from all social and economic backgrounds

The information above has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.