

Building Maintenance Worker

Reports to: Building Maintenance Manager
Division: Evert Air Cargo

Department: Building Maintenance
Station: FAI

Job Summary:

Performs unskilled and semi-skilled maintenance, repair, adjustment, and minor construction work in the basic trades to ensure that facilities are properly maintained and meet College standards. Assists more skilled staff in the completion of larger and more complex assignments. Duties may fall into a variety of trades areas, including carpentry, painting, plumbing, electrical, mechanical, energy management, fire and life safety and locks

Essential Functions:

1. Conducts routine, periodic, or special inspections to determine repair and maintenance work necessary to prevent breakdowns of facilities, machinery, and equipment.
2. Tests, inspects, and troubleshoots facilities or equipment issues.
3. Installs and repairs piping assemblies relating to air, water, and drains.
4. Installs and repairs to all facilities plumbing fixtures. May work as a plumber in assembling, installing, and repairing pipes, fittings, and fixtures of heating, water, and sewer systems, and in opening clogged drains.
5. Performs wall repairs and paint applications in a professional manner.
6. Uses line drawing diagrams and work specifications to ensure accuracy and conformance to metrics and/or work orders, to include validation of work performed by contract personnel. Interfaces with internal customers, vendors, in support of facility initiatives, work requests, or other duties as assigned in a professional and team-oriented manner.
7. Coordinates multiple projects (such as moving, roof repair & maintenance) with efficiency and proficiency in meeting timelines and schedules.
8. Acts as a carpenter in the alteration, repair, and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, scaffolding forms, wood fixtures, and furniture.
9. May operate hand saw, planer, joiner, shaper, table saw, wood lathe, drill press, sanding machine, router, and electric drill.
10. Maintains tools and machinery in good condition and uses all tools carefully and as instructed.
11. Performs repairs to building fixtures, removes broken glass, and replaces it with new panes, cleans electrical fixtures and replaces bulbs, and performs touch-up painting.
12. Estimates material requirements and tools or equipment needed to perform job.
13. Sets up and operates wood working tools to cut, form, and finish material for the job.
14. Erects or dismantles structures; repairs or refinishes walls or structures.
15. Erects or dismantles roofing or siding.
16. Prepares irregular scaffolding if required.
17. Responsibilities may include work involving maintenance skills to keep machines, mechanical equipment, or structure of an establishment in repair.
18. Responsibilities may include planning and lying out of work relating to repairs, repairing electrical and/or mechanical equipment.
19. Assists in checking facility for safety hazards and reports any deficiency.
20. Check vehicles and equipment before driving them to ensure that mechanical, safety, and emergency equipment is in good working order.
21. Additional duties as assigned.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

Physical Abilities:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

License(s):

1. Valid Driver's license

Qualifications:

1. Demonstrated ability to work with hands and to work in mechanically oriented situations following supervisor's instructions.
2. Working knowledge of plumbing, electrical, construction, and air conditioning equipment.
3. Ability to read and write and to follow detailed written instructions.
4. Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
5. Requires the ability to understand and retain information provided verbally and written.
6. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____