

Revised: May 2018
Title: Facilities & Maintenance Technician
Department: Facilities
Reports to: Safety and Facilities Manager
Status: Hourly, Non-exempt, Full time

General Description

Under the supervision of the Safety & Facilities Manager [SFM] the Facilities & Maintenance Technician inspects, repairs, and maintains various equipment and infrastructure for the organization. The Technician responds to assigned work orders and sees them through to completion, utilizing the most efficient and cost effective methods for repair and maintenance. The Technician plays a key role in ensuring the facility is audit ready at all times.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs regular preventive maintenance on machines, equipment and facilities.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.)
- Prepares surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Assists with emergency/unscheduled repairs of production equipment and performs scheduled maintenance repairs of production equipment during machine service.
- Complies with safety regulations and maintains clean and orderly work areas. Reports safety concerns to SFM immediately.
- Orders parts and coordinates with 3rd party vendors when necessary
- Completes and maintains various safety & facilities logs as required by internal policies and procedures as well as auditing agencies
- Works in collaboration with the SFM and other departments to ensure the facility is audit ready at all times.
- Keeps supplies and equipment organized and ensures they are in proper working order
- Assist with event & conference room set up and break down
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas. Assists with custodial duties as needed.
- Performs other work related duties as assigned.
- Must be able to work flexible hours.

Minimum Qualifications

- High school diploma or GED, or equivalent combination of education and experience
- 1+ years facilities/maintenance experience
- 1 + years hands on experience working with plumbing, carpentry and HVAC
- Ability to troubleshoot electrical, mechanical and pneumatic systems, desired
- Knowledge of warehousing safety and sanitary standards
- Forklift knowledge and experience preferred
- Valid NYS Driver's license
- Basic computer skills
- Able to work in a team environment and work independently
- Able to communicate clearly and concisely orally and in writing
- Able to apply basic mathematical concepts
- Detail orientation and organization skills
- Willingness to work in varying weather conditions and on a flexible schedule as needed
- Able to lift and carry materials and equipment weighing up to 60 pounds on a frequent basis.
- Friendly, customer-oriented personality
- Fluency in English required. Knowledge of Spanish helpful

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 sit and talk or hear. The employee is required to use hands to handle or feel items such as documents and equipment. The employees is required to stand; walk and reach with hands and arms for the majority of their shift. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

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

The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ◆ Passion and commitment to our mission ◆ Going above and beyond what is required
- ◆ Seeing our roles as more than just a job ◆ Proactively seeking improvements ◆ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.