



Job Description Facilities Maintenance Technician

Department: Purchasing

Last Updated: 10/22/2021

Reports To: Manager, Purchasing, Buildings & Grounds

Classifications:

<input type="checkbox"/> Non-Bargaining Unit	<input type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input checked="" type="checkbox"/> Bargaining Unit	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

Supervises: n/a

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.

GLE staff members are required to work in a safe manner in accordance with regulatory standards and requirements and with the procedures listed in the Cooperative's Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when prohibited by law, and timely and accurate performance of duties.

Position Summary:

Perform and schedule routine building and equipment inspection, testing, maintenance and minor repair to maintain facilities for Boyne City headquarters and Kalkaska service center and to ensure a safe, clean work environment.

Experience/Education:

- High school diploma or equivalence certificate in addition to proficiency in facilities maintenance and commercial heating, ventilation and air conditioning (HVAC) operation and maintenance, typically attained through two or more years of experience including HVAC state or manufacturer certifications, or equivalent experience/education.
- Valid Michigan driver's license with satisfactory driving record within Company standards.
- Certification in forklift and aerial lift operation.
- Proficient with position specific equipment.
- Competent operation of fleet vehicles and equipment.
- Competent with Microsoft Office: Excel, Word, Outlook.
- Competent with general office equipment.

Essential Duties/Responsibilities:

- Conduct routine inspections, maintenance and minor repair of building equipment including HVAC systems, generators, irrigation systems and humidifiers for assigned locations; schedule regular maintenance, inspections and testing. Document maintenance program findings as appropriate. Approve routine and minor repair and replacement estimates and act as liaison between vendors and department manager for more extensive issues. Assist in the development and management of associated maintenance and service contracts.
- Inspect and document, schedule maintenance and/or replacement of fire extinguishers, fire/smoke alarms, server room fire suppression and temperature regulating systems such as

FM-200 systems and Liebert units, for assigned locations. Refer non-routine findings or problems to department manager for follow up.

- Routinely inspect general buildings and grounds at assigned locations and perform preventative and routine maintenance and minor repairs as needed or directed.
- Perform custodian duties in Boyne City operations garage including operation of related equipment, disposing of trash and recycle receptacles, performance of minor repairs, pest prevention/extermination and inventory and ordering of related custodial items.
- Maintain exterior entrances/exits for Boyne City facilities and general exterior buildings and grounds maintenance as directed.

Significant Duties/Responsibilities:

- Occasionally perform essential duties at other service locations as directed.

Required Skills:

- Ability to effectively read, write and speak the English language to communicate in a clear, straight-forward, and professional manner.
- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Problem Solving: identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring: monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Coordination: adjusting actions in relation to others' actions.
- Service Orientation: actively looking for ways to help people.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management: managing one's own time.
- Troubleshooting: determining causes of operating errors and deciding what to do about it.
- Operation Monitoring: watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operation and Control: controlling operations of equipment or systems.
- Mathematics: using mathematics to solve problems.

Attributes:

- Integrity: Exhibits a high degree of integrity and honesty.
- Diplomacy: able to use appropriate diplomacy and tact with members, customers and other contacts.
- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension: able to read and understand information and ideas presented in writing.
- Spatial Orientation: able to know one's location in relation to the environment or to know where other objects are in relation to oneself.

- Near Vision: able to see details at close range (within a few feet of the observer).
- Time Sharing: able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Memorization: able to remember information such as words, numbers, pictures, and procedures.
- Selective Attention: able to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity: able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning: able to apply general rules to specific problems to produce answers that make sense.
- Wrist-Finger Speed: able to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Gross Body Coordination: able to coordinate the movement of one's arms, legs, and torso together when the whole body is in motion.
- Gross Body Equilibrium: able to keep or regain one's body balance or stay upright when in an unstable position.
- Mathematical Reasoning: able to choose the right mathematical methods or formulas to solve a problem.
- Number Facility: able to add, subtract, multiply, or divide quickly and correctly.
- Information Ordering: able to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Perceptual Speed: able to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Visualization: able to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Additional Preferences:

- Competent with geothermal operation.
- Knowledge of TRANE AC system operation with manufacturer certification.
- Knowledge of boiler heating system operation with state or manufacturer certification.
- Competent with position specific software.

Problem Solving and Freedom to Act

Problems are moderately difficult. Methods and procedures are defined but judgment may be required to apply them to work. Work is routine and tasks are directly related.

Working Relationships/Communications:

Requires contacts for the purpose of exchanging information that may be of a technical nature and requires interpretation as well as clarification. Contacts may also be for the purpose of communicating plans and coordinating activities.

Internal: Peers, management

External: Vendors, contractors, state government agencies, local government agencies, regulatory agencies, insurance agencies.