JOB DESCRIPTION

Position Title: BUILDING MAINT & OPERATIONS TECH 3	**Effective Date:** 01/07/2022	
Department/Location: FACILITIES & OPERATIONS HOYNE HOME BASE (ALL LOCATIONS WORKED IN)	**Position Type:** Full-Time	**FLSA Status:** Union Non-Exempt
Shift/Hours: 8:00am – 4:00pm Sat/Sun and three midweek days (rotating)		

SUMMARY:

The Building Maintenance and Operations Tech 2 completes day-to-day helpdesk tickets and preventative maintenance procedures at the properties, ensuring the longevity of our assets and the health and safety of our employees, residents, and program users. This role demands problem solving skills, subject matter expertise and follow through as well as the ability to work in a varied and fast paced environment.

ESSENTIAL DUTIES:

- Complete day-to-day helpdesk tickets including but not limited to heating, ventilating, air conditioning (HVAC); plumbing and piping; minor electrical repairs, appliance repairs; furniture repairs; Lock and Door Repair, Painting and Drywall and general building maintenance and troubleshooting.
- Responding to assigned maintenance requests in a timely manner.
- Coordinating deliveries from vendors and suppliers
- Complete Preventative Maintenance Tickets for our equipment and properties
- Prioritize, schedule and complete maintenance work, assuring quality of work consistent with Anixter Center standards.
- Ensure all emergency, routine maintenance/repairs are carried out in a timely and professional manner.
- Respond promptly and effectively to all safety/risk-management-related issues at the property.
- Ensure proper maintenance of equipment to ensure warranty compliance and extend its useful life.
- Ensure proper safety procedures are followed, personal protective equipment is used, and health & safety policies are enforced.

REQUIREMENTS

- High school diploma/GED, trade school diploma, or military training
- 2-3 years of relevant experience in property maintenance in multi-unit properties
- Expertise in plumbing, HVAC, electrical and mechanical systems as well as generally accepted maintenance practices
- Ability to read and interpret documents such as design drawings, blueprints, safety guidelines, operating and maintenance instructions and procedural manuals
- Ability to manage multiple projects simultaneously, set priorities and meet deadlines
- Basic computer working knowledge, including Microsoft Office and CMMS
- Valid Illinois driver's license and reliable vehicle
- Ability to stand 8 hours or longer per day and lift up to 50 lbs.
- Ability to promote and adhere to agency values
- A commitment to a diverse, inclusive, and equitable work environment

WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

- ✓ Physical Demands: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel,

The above duties, tasks and requirements may be updated / changed at the discretion of Management with HR Director Approval.

crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. ✓ Work Environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Work Environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Travel throughout Chicagoland by vehicle

By signing, I acknowledge receipt and understanding of this job description.	
Employee Signature:	Date:

Anixter is an Equal Opportunity / Affirmative Action Employer

As such affirms the right of every person to participate in all aspects of employment without regard to gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, disability, and citizenship, military or protected veteran status, gender expression and/or identity, or any other status or characteristic protected by federal, state, or local laws.

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