



## Facility Maintenance Technician

### **Position Overview:**

Position is responsible for performing routine maintenance and repairs to the Company's facility, performing routine mechanical equipment maintenance and assisting facility management to ensure the facility is operating optimally. This roll will assist with electrical and plumbing maintenance and repairs and will assist with mechanical and heating systems operations. The facility includes office space and a workshop area, which need to be ran in compliance with OSHA regulations.

### **Position Requirements:**

The individual we are seeking is someone who can interact with employees, management, and external vendors or agencies. The ideal candidate will have two (2) years of experience in building and mechanical equipment maintenance experience. The ideal candidate will have previous experience in general maintenance upkeep, such as light fixture/switches replacements, sink replacements, drywall repair and other general maintenance experience.

- 50% - General maintenance – Light fixture/switch repairs, garage area maintenance, HVAC routine maintenance, maintaining records/documentation of repairs
- 25% - General Upkeep and appearance – Drywall, painting, exterior grounds maintenance
- 25% - Shipping and receiving tasks – ensuring incoming/outgoing mail and deliveries are processed appropriately and timely

*Individual should be authorized to work in the United States for any employer without sponsorship.*

*O'Neil & Associates, Inc., is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam Era, or other eligible veteran status, or any other protected factor*