

Position:
Building Technician

Report to: Lead Building Engineer
Shift/Schedule: First/ Mon thru Fri

Basic Function

Troubleshoot, service, and repair all types of building systems including HVAC, plumbing, lighting and miscellaneous building repairs. HVAC (Heating, Ventilation, and Air Conditioning) systems work includes but not limited to general heating and cooling systems. Capable of performing repairs to types of heating and cooling systems and auxiliary equipment. Plumbing system repairs including repairs and replacement of plumbing fixtures. Electrical lighting fixture repairs and maintenance. Provides responsive customer support with emphasis on customer satisfaction. Assists and advises customers on maintenance solutions and provides follow-up on progress and status of work. Performs other core skills of the trades and related duties as required. Works independently under the guidance and direction of the Management and/or Working Foreperson. Completes all work orders as assigned within specified time frames. Protects and improves the value of the owner's assets and ensures the buildings, equipment and systems meet or exceed their rated lives.

Duties and Responsibilities:

- Performs daily and periodic tasks in assigned areas as directed.
- Maintain a professional, safe and clean work area. Comply with OSHA Safety Policies and Regulations
- On call responsibilities will be required on a rotating basis to cover for any off hour emergencies
- Works safely at all times and promptly informs management about unsafe conditions existing in the work area
- Plant maintenance, operations activities and building renovations
- Assist in the proper operation of the Preventive Maintenance Program
- Maintenance work orders are completed in a timely manner
- Ensures that all work performed is done in a timely and cost effective manner according to the applicable codes
- Assists Facility Services with cost savings opportunities and procedures.
- Ensures that all facilities under his/her responsibility are safe and comply with all Federal, State and Local Laws
- Ensures environmental procedures and issues are being followed through the direction of the tenant's environmental specialist representative. Assists the Director of Operations and Facilities Dept. in reviewing any plans or specifications for additional maintenance, construction and renovations.
- Extensive knowledge of building mechanical/electrical infrastructure.

Requirements:

- Five (5) years' experience in building maintenance industry with 5 years working with HVAC systems installation, operation, maintenance, repair, and related work maintenance.
- Strong knowledge of air handling systems, airflow and IAQ (Indoor Air Quality) issues, heating systems and exhaust systems is required.
- Must have the ability to read and interpret detailed plans, specifications, operating manuals and other written materials associated with this trade.
- Excellent verbal and written communication skills and the ability to interact effectively at all levels.
- Current State of New Jersey HVAC License.
- Universal EPA Refrigerant Reclaiming Certification.
- Ability to lift in excess of 50 pounds.
- Minimum 3 to 5-year experience in a similar environment
- Ability to effectively communicate with customer and subordinates.
- Experience operating a Computerized Maintenance Management Systems.

WORKING CONDITIONS and/or PHYSICAL REQUIREMENTS:

Employee must possess the necessary physical stamina to perform all required functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.