

Position Description

TITLE: Building Service Person
DEPARTMENT: Facilities
EEOC CLASSIFICATION: Skilled Craft

FUNCTION: Work with existing maintenance personnel, under the supervision of the Director of Real Estate, to assist in maintaining all facilities-related items on all Al Sigl owned and managed properties. To assist and/or perform ongoing repairs and enhancements such as cleaning, painting, repairing, etc., as directed. To assist in projects such as remodeling, redecorating, office reorganizations, grounds enhancement efforts, and any other items as identified by Management. Use the Work Order System as required daily and ensure work orders assigned are completed as required in the time frame identified. Use the online portal for data entry and time reporting. Work off hours and weekends as directed to do so by supervisor for coverage as needed as well as special events and projects. Complete all other duties as assigned.

REPORTS TO: Director of Real Estate

RELATES TO: Al Sigl Member Agency Executive Directors and staff, Facilities staff.

HOURS: Full Time: 37.5 hours per week. Additional hours as necessitated by the responsibilities of the position.

PAY: \$22.50-28.00/hour based on experience.

PRIMARY RESPONSIBILITIES:

- Assist in daily and established periodic service and maintenance of all elements of mechanical equipment - mechanical systems, fire and security, electrical and plumbing systems, motors, and vehicles.
- Assist in maintaining on-going records of all inspections and services for mechanical equipment.
- Assist in troubleshooting maintenance procedures and the development of preventive maintenance and other plans to improve operating efficiency.
- Assist in devising contingency plans in case of equipment failure or emergencies with team members.
- Provide coverage at other facilities when assigned to do so (sick, vacations, etc.).
- Use of Work Order System daily to complete work orders assigned.
- Use of online portal for data entry and time reporting.

OTHER DUTIES AND RESPONSIBILITIES:

- Respond rapidly to all telephone calls, emails and assigned Work Orders.
- Assist with snow management including but not limited to plowing, shoveling, and salting, as instructed by the Director of Real Estate.
- Assist with providing updates and reports as required by Management.
- Attend all meetings or conference calls as directed to do so by supervisor.
- Work off hours and weekends for coverage when needed and for events and special projects as directed.

- Assist in maintaining a clean, safe, and healthy environment for all properties both interior and exterior. Report any concerns to management promptly.
- All other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent required.
- Experience in general mechanical maintenance
- Related building minor mechanical system maintenance experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General maintenance knowledge in proper handling, operation, and maintenance of systems.
- Experience with snow plowing and snow removal equipment and tools a plus.
- Highly developed work ethics and sense of urgency in achieving results.
- Ability to establish priorities, work independently and proceed with objectives without immediate supervision.
- Team mentality and ability to encourage and motivate people.
- Ability and desire to function as a hands-on team player.
- Ability to function under stress and still maintain customer focus.

SPECIAL REQUIREMENTS:

- Must have flexibility to respond to changes in schedule due to emergency situations, special events, or immediate needs of tenants and customers.
- Will frequently lift, carry, push, pull, or otherwise move objects. Must be able to bend, twist, reach, stoop, and crouch in the performance of repairs.
- You must travel efficiently between offices, floors, and buildings frequently.
- Must have a valid New York State driver's license.

Please submit resume to:

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