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# Example of Building Maintenance Job Description

Our company is growing rapidly and is looking for a building maintenance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for building maintenance

* Electrical generator inspections, operations, and minor repairs
* Responsible for monitoring capacity on campus
* Responsible for maintaining access and counts computers
* Performs general labor, such as but not limited to carrying, stacking, and sorting of materials used in and around the job site, debris removal
* Clean up job site and equipment by means of vacuum, mop, broom, floor scrubber, waxer, steam cleaner, high pressure spray cleaner, other types of cleaning devices or equipment
* Ensures the CMMS software data files are complete and current
* Report any obvious building/equipment repairs
* Hangs lights, replaces receptacles, lamps, ballasts
* Manages contracts and contracted services that pertain to the maintenance of the facility and grounds
* Implements policies and procedures for the Building Maintenance Department, including compliance of all company standards relating to quality of products and services

## Qualifications for building maintenance

* Physical dexterity and ability to lift 50lbs
* General Building Maintenance a plus
* Able to lift and/or carry up to 50 pounds, frequently required climbing or balancing
* Certificate from a college or technical school
* Industrial plant maintenance experience preferred
* Must be able to see and hear plant equipment