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# Example of Building Maintenance Job Description

Our growing company is looking to fill the role of building maintenance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for building maintenance

* Manage all outside services used to maintain functionality of dealership, including but not limited, to HVAC, plumbing, electrical, janitorial, roofing, landscaping, and fire protection services
* Preform general building maintenance such as changing light bulbs (basic electrical issues), repairing doors, light plumbing
* Perform HVAC preventive maintenance duties including changing filters, lubrication of motors, drive systems, cleaning coils, changing of belts, replacement of pumps and motors
* Aid in the training, coaching and development of Engineering staff
* Participation in recruiting and performance reviews
* Assisting in scheduling and payroll
* Being an effective member of the Emergency Response and Crisis Team
* Supporting Engineering Department Health & Safety program
* Assisting in ordering parts, supplies, tools and shop materials
* Aid in the administration of the Engineering Department with purchase orders, inventory, filing, documentation, internal and external guest requests, dispatching and technical support

## Qualifications for building maintenance

* No certifications or licenses are required
* Three years experience working in a Construction / Maintenance Service environment
* Good interpersonal skills and the ability to take direction from and coordinate all assigned work with department management, project managers & associates in related departments, ie Engineering, Purchasing, Store Support Capability to analyze and solve coordination and maintenance issues with internal and external stakeholders
* Must have excellent work history including proven dependability
* Required computer skills
* Manual dexterity, good eyesight, and hand-eye coordination physical strength and stamina