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# Example of Building Maintenance Job Description

Our company is hiring for a building maintenance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for building maintenance

* Empty and sanitize waste receptacles
* Responsible for maintaining an adequate stock of supplies and parts such as needed in day-to-day maintenance
* Perform general tasks to maintain buildings
* Perform routine, repetitive daily inspections and maintenance necessary to the building’s exteriors and interiors
* Inspects properties and communicates with management regarding proper grounds keeping and general cleanup and maintenance
* Ensure disposal areas are kept clean and in safe conditions
* Performs custodial duties as required
* Maintains accurate records of preventative maintenance schedules and MSDS (Material Safety Data Sheets)
* Facilitates weekly safety checks to ensure a safe and clean environment for the patrons of the facility and eliminate all hazards
* Regularly check the building for repairs and repair as needed

## Qualifications for building maintenance

* Properly uses and applies Process Safety Management (PSM)
* Prefer industrial plant maintenance experience
* Must be able to work whatever schedule is needed
* Ability to organize/schedule work activities
* Ability to work safely while on a ladder
* Ability to safely operate power tools, equipment, and hand tools