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# Example of Building Maintenance Job Description

Our growing company is hiring for a 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

* Troubleshoot simple pneumatic, hydraulic, belts, conveyors and other minor production machinery issues
* Ensures building maintenance
* May manages staff to ensure grounds maintenance and monitors performance
* Manages lawn care, sprinkler system operation and repair, pruning, clean-up, window cleaning, roof repair, asphalt repair
* Creates maintenance schedules, records all repairs or updates on equipment and regular scheduled maintenance
* Manages building remodels, repairs and maintenance
* Ensures that all inspections are current
* Assist Building Maintenance Mechanic and other personnel with installations, modifications, adjustments and replacements of tools equipment and any other maintenance projects as assigned
* Assist management in capital and minor building projects and all moves adds and changes
* Other relevant duties and assignments as assigned such as the safety committee

## Qualifications for building maintenance

* Ability to adapt to changes in assignments
* Knowledge of the standard methods, practices principles, tools, and equipment used in a variety of trades
* Ability to perform the most difficult or non-routine assignments
* Skill in constructing, altering, and repairing walls, doors, windows, furniture, cabinets, finishes and furnishings based on deficiencies identified
* Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously for extended periods of time
* Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects