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# Example of Building Maintenance Worker Job Description

Our company is growing rapidly and is hiring for a building maintenance worker. 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 worker

* Small equipment operation such as walk behind mowers, string trimmers
* Occasional emergency on-call
* Performs minor repairs and/or replacement of HVAC systems, plumbing fixtures, valves, and other plumbing assemblies as required
* Performs minor repair and/or replacement of electrical fixtures, devices, and appliances as required, , fans, emergency and exit lights, Informs staff/students who may be inconvenienced or affected
* Inspect and document all equipment and systems in the facility, including the mechanical room, electrical room, valve room, kitchen and laundry room
* Record information from meters and gauges at specified intervals to verify operating conditions
* Notify managers about the need for major repairs or additions to building operating systems
* Responsible for scheduling and conducting facility fire drills
* Attend monthly Occupational Health and Safety Committee meetings as directed or required
* Drive vehicles required to perform work

## Qualifications for building maintenance worker

* Common tools, materials, equipment and methods used in repair work in the plumbing trade and in electrical, heating, ventilating and refrigeration equipment maintenance and repair
* General knowledge of electrical systems, plumbing, and basic welding techniques
* Technical knowledge and skill to perform minor carpentry work and repairs
* Must have successfully completed the following training
* Seven years of relevant experience in complex building maintenance
* Proven strong customer service by presenting a professional appearance and effectively communicate with faculty, staff and students in a helpful and respectful manner