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# Example of Building Technician Job Description

Our innovative and growing company is searching for experienced candidates for the position of building technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for building technician

* Run general errands which includes supporting other facility locations
* Collect, sort and deliver incoming and interoffice mail and packages
* Prepare outgoing packages for shipment via FedEx, UPS, Receive, sort and distribute incoming packages
* Provide assistance with heavy lifting projects, such as the movement of office furniture and equipment
* Supervise and manage vendors and maintenance staff including contracting, training and personal development
* Assist in the development of a Capital plan which would include planning for infra-structure upgrades, equipment replacements and modifications to ensure the offices future capabilities are maintained
* Responsible for ensuring that major projects performed in ADSK spaces are properly planned, executed and closed out in accordance with standard industry practices
* Performs building maintenance and repair
* Assists Engineering personnel as necessary
* Escort vendors and contractors responding to service calls, , pest control, HVAC issues including chiller

## Qualifications for building technician

* Must be able to safely use manual tools and power equipment common in Building Maintenance
* Must be able to understand the need for Proper Protective Equipment (PPE) when necessary to perform a specific function safely
* The ability to write and program, a sequence of operation using both graphical and line logic programming methods
* Must be in good health with the physical strength and agility to lift up to 50 pounds on a daily basis, bend in all directions, climb stairs and ladders, squeeze with arms and hands, operate machinery using hands, and work outdoors in all kinds of weather
* Niagara 4 or Distech GFX certification preferred
* Knowledge in Lonworks, Bacnet, and Modbus protocols