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# Example of Facilities Maintenance Technician Job Description

Our growing company is looking for a facilities maintenance technician. 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 facilities maintenance technician

* Work with computer based programs (work orders, timecards, parts requests)
* Ability to analyze, repair and maintain mechanical conveyance systems of all types and sizes
* Must have working knowledge of engineered diagrams and schematics
* Must have working knowledge of high pressure air systems and circuits
* Work effectively with contractors
* Identify and troubleshoot commercial type overhead doors including, the adjustment, repair and/or replacement of panels, springs, drives, shafts safety devices
* Perform general commercial maintenance with associated scheduled and unscheduled preventive maintenance tasks
* Working with the installation, repair and/or the removal of commercial type carpet and VCT
* Perform work order based repairs, inspections and adjustments
* Perform all building hard surface maintenance and repair including walls, partitions, floors, ceilings, window wall assemblies, metal and wood features, etc and for miscellaneous equipment such as carts, dock equipment

## Qualifications for facilities maintenance technician

* Ability to professionally respond to quickly changing priorities
* Performs routine preventative maintenance activities on HVAC equipment, buildings, and property to maintain a safe/comfortable environment
* Substantial understanding of general job aspects required
* Minimum of 2 years work experience on commercial buildings repairing and installing equipment coupled with general maintenance issues and commercial building operations
* Basic experience with CMMS and/or BMS software is a plus
* Ability to comfortably lift up to 75 lbs., climb ladders, work outside and on rooftops, and must be able to wear Personal Protective Equipment (PPE) (High visibility clothing, ear protection, safety glasses) when required