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# Example of Facility Maintenance Technician Job Description

Our company is looking to fill the role of facility maintenance technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for facility maintenance technician

* Work with Housing Director to implement a preventative maintenance schedule for any equipment or fixtures that require it
* Clean and ensure the highest standards of hygiene are maintained in indoor and outdoor trash and recycling area
* Complete special projects and other related duties as directed by Housing Director
* Ensure cleanliness of all common areas per cleaning schedule and special direction form Assistant Housing Director
* Monitor all common areas and initiate directed cleaning efforts when warranted
* Clean and otherwise ensure the highest standards of hygiene are maintained in indoor and outdoor trash and recycling areas
* Engage special projects and other related duties as directed by Assistant Housing Director
* Must have basic computer knowledge be able to submit invoices
* Procure parts and materials in coordination with the manager
* Assist in scheduling preventative maintenance tasks

## Qualifications for facility maintenance technician

* Intermediate knowledge of computer software programs
* Completion of Technical school education
* 2 year technical degree in related field or commensurate level of experience
* Duties require ability to read, write and communicate routine information the ability to perform reliably from written instructions
* Must be able to read and understand schematics and follow manual instructions
* Must have excellent troubleshooting capabilities to pinpoint problems and resolve issues in a timely manner and be able to work independently