Example of Building Maintenance Job Description

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Our growing company is looking to fill the role of 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

- Manage all outside services used to maintain functionality of dealership, including but not limited, to HVAC, plumbing, electrical, janitorial, roofing, landscaping, and fire protection services
- Preform general building maintenance such as changing light bulbs (basic electrical issues), repairing doors, light plumbing
- Perform HVAC preventive maintenance duties including changing filters, lubrication of motors, drive systems, cleaning coils, changing of belts, replacement of pumps and motors
- Aid in the training, coaching and development of Engineering staff
- Participation in recruiting and performance reviews
- Assisting in scheduling and payroll
- Being an effective member of the Emergency Response and Crisis Team
- Supporting Engineering Department Health & Safety program
- Assisting in ordering parts, supplies, tools and shop materials
- Aid in the administration of the Engineering Department with purchase orders, inventory, filing, documentation, internal and external guest requests, dispatching and technical support

Qualifications for building maintenance

- No certifications or licenses are required
- Three years experience working in a Construction / Maintenance Service environment

associates in related departments, ie Engineering, Purchasing, Store Support Capability to analyze and solve coordination and maintenance issues with internal and external stakeholders
- Must have excellent work history including proven dependability
- Required computer skills
- Manual dexterity, good eyesight, and hand-eye coordination physical strength and stamina