

Building Maintenance Technician

Putnam County Commissioners are in search of a Building Maintenance Technician who will answer to our Maintenance Superintendent. The Building Maintenance Tech will possess advanced skills in complex preventive maintenance projects and corrective repair of buildings, equipment and grounds. The Tech will also monitor building system operations and performance and possess several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

Duties: Responsibilities include but are not limited to the following:

- Check HVAC systems to see if they are functioning. Adjust accordingly for outside temperature
- Timely completion of work lists
- Maintain HVAC units including filter replacements, as directed
- Repair mechanical equipment as directed
- Keep a log of maintenance performed
- Handle HVAC complaints
- Be able to lift 75 lbs.
- Walk through building spaces regularly to check for temperature irregularities
- Check vacant spaces regularly
- Check exterior lighting
- Electrical including bulbs/ballast replacement, plumbing, painting and carpentry as required
- Patrol building exteriors for garbage sweep lots and walks as needed
- Shovel/salt sidewalks as required
- Miscellaneous trouble shooting and problem solving
- Maintain an inventory list for electrical, plumbing and heating supplies
- Errands as required, including picking up supplies are various vendors and some vehicle maintenance is required
- Report any facility problems to immediate supervisor
- Maintain building systems including interior/exterior lighting, HVAC, thermostats and building security
- Other duties as necessary
- Inspect roofs and drains regularly

Requirements: include but are not limited to the following:

- Be on time
- Good public relations
- Be, polite courteous and helpful at all times
- “can do” attitude
- **MUST HAVE Experience. NO Experience, NO Consideration**

- Mechanical aptitude
- Minimum 2 years experience
- Knowledge of building systems including HVAC, electrical, plumbing and fire systems
- Able to work under pressure
- Available for afterhours on call emergencies
- General computer skills, email, maintenance software, etc.