

Flint Cultural Center Corporation

POSITION DESCRIPTION

Job Title: Maintenance Technician
Location: Walker Place
Department: Campus Facilities
FLAS Status: Non-Exempt
Reports To: Director of Facility Operations

GENERAL DESCRIPTION

The maintenance technician position is responsible for performing highly diversified duties to maintain efficient operation and upkeep of the buildings that the Flint Cultural Center Corp. is responsible for.

RESPONSIBILITIES

- Perform minor electrical repair, replacement and assembly as required including light bulbs and ballasts of various voltages.
- Perform basic plumbing including snaking drains and opening traps.
- Repair partitions, doors, windows, floor, and building framework as required.
- Perform basic plumbing including snaking drains and opening traps.
- Perform facilities upkeep to include minor drywall repairs and painting.
- Maintain office furniture and office related equipment.
- Maintain adequate supplies needed to meet duties.
- Facilitate and coordinate outside vendors and contractors performing work in the facilities.
- Assist other department's personnel to move, repair and replace equipment.
- Work from verbal instructions and prescribed procedures.
- Report any equipment that is not in safe operating condition.
- Perform other duties as assigned or necessary to meet business conditions or changes.

QUALIFICATIONS/SKILLS REQUIRED

- Ability to manage multiple priorities, exceptional organizational, interpersonal and analytical skills.
- Good verbal and written communication skills with ability to prepare reports as requested.
- Ability to work alone or in a team.
- Able to interact effectively with all levels of staff throughout the campus to determine needs, provide information, solve problems.
- Ability to climb up to 25 feet on a ladder.
- Physically able to walk, run, climb, bend, stoop, and carry 50 pounds at a minimum.
- Current Michigan driver's license and good driving record.

EDUCATION AND/OR EXPERIENCE

- Minimum of 2 years prior building maintenance experience.