



Job Title: Mechanical & Electrical
Maintenance Technician
Department: Construction Maintenance
Reports To: Maintenance Manager
FLSA Status: Non-Exempt
Effective Date: May 2023

Position Purpose: To maintain, repair, and provide support at White Oak.

Position Focus: Mechanical, electrical and HVAC maintenance and repairs

Responsibilities and Tasks: The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel.

- Conduct trouble shooting, repairs, and minor installations of mechanical and electrical systems.
- Carry out mechanical and electrical inspection and maintenance on electrical equipment, appliances, pumps, etc. to bring them to safe and optimal performance
- Schedule and perform routine preventative maintenance on all interior and exterior lighting, electrical, plumbing, and HVAC systems. Provide Facilities Manager with report of preventive maintenance inspections performed and suggest corrective actions to be applied
- Troubleshoot and determine service requirements by applying technical skills and experience, including HVAC system operations and preventive maintenance experience
- Serve as a mechanical and electrical representative to other maintenance staff and contractors
- Complete and submit needed paperwork in a timely manner to the Facilities Manager
- Safely and accurately operate construction equipment, hand and power tools along with shop machinery to complete assigned projects.
- Perform other functions and all duties as deemed necessary for the success of the department.
- Performs other job related duties as assigned.

Minimum Qualification Requirements

- Five years of mechanical, electrical and HVAC maintenance experience.
- Certificates of competency (journeyman cards) in electrical or HVAC systems is preferred.
- Ability to operate without direct supervision and be self-motivated, persistent, confident, tenacious, and take pride in work.
- Flexibility in work hours and schedule; job may occasionally require working long hours, weekends, and holidays
- Dependable, trustworthy, and neatly groomed
- Valid driver's license required.

Special Working Conditions

Working conditions include working in inclement weather, extreme temperatures (attics), noise, hazardous materials, able to work using ladders and man lifts, and carry heavy objects.

This is an hourly position which requires weekend rotating coverage and may require occasional after hour service work.