



## Job Description



### *The Stanton Group, Inc.*

**JOB TITLE:** Facility Technician  
**DEPARTMENT:** Property Management  
**REPORTS TO:** Vice-President/Property Manager  
**GRADE:**  
**FLSA STATUS:** Non-exempt  
**DATE PREPARED:** December 17, 2007  
**DATE REVISED:** **December 21, 2010**

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The Facility Technician adheres to The Stanton Group, Inc.'s (SGI) goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of the SGI team, performance includes demonstration of the following accountabilities: communication, teamwork and job knowledge.

#### **POSITION SUMMARY**

Under general direction, the Facility Technician performs building maintenance to include the primary fields of electrical, heating and air conditioning (HVAC) carpentry, plumbing and other tasks as assigned and required to maintain the buildings and properties managed by the Company. The Facility Technician is one of the primary customer service contacts for the company. The Facility Technician supports the Company through teamwork with all departments.

#### **PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

1. Identifies and corrects building and equipment problems by performing general maintenance work to maintain buildings and equipment in safe condition.
2. Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.).
3. Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.).
4. Inspects facilities equipment (e.g. fire safety, generators, compressors etc.) systems (e.g. electrical, plumbing, power sources, etc.).
5. Oversees all subcontractors, vendors and their work on the property to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance.
6. Documents work and purchase orders, bids and material lists to account for materials purchased and time spent in completing work assigned by using approved forms.
7. Repairs water, gas, electric or air pipes and lines in or under floors, walkways, and walls to repair leaks and breaks.
8. Orders and stocks building supplies, materials and parts to replace materials used and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
9. Communicates with Property Manager, Facility Coordinator and General Manager about condition of building and equipment and scheduling dates for repairs.
10. Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and provides Facility Coordinator, Operations Manager and General Manager with alternatives.
11. Removes blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products.
12. Plans and schedules corrective action and preventive maintenance to repair or modify defects and maintain operating condition of facilities.
13. Assesses emergency lighting needs and equipment to allow for safe exit in emergencies.

14. May be required to respond to 24 –hour emergency calls for assigned work area to perform emergency building or equipment repairs during off-duty hours.
15. Hangs, patches, textures and paints, sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls.
16. Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized.
17. Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles.
18. Adjusts thermostats to maintain a comfortable temperature for employees and proper equipment operation.
19. Maintains confidentiality of company and client information.
20. Reacts productively to change.
21. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

High school diploma or GED is required; a minimum of two (2) years maintenance experience; and/or equivalent education or experience in job related activities is required.

**OTHER SKILLS**

Ability to speak, hear, see; ability to speak, read and write in English; excellent customer service skills; good problem-solving skills; good interpersonal skills; good written and oral communication skills.

**WORK ENVIRONMENT**

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions, with building and tenants that occupy the space.

**APPROVAL**

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Name/Title

\_\_\_\_\_

Date

**EMPLOYEE SIGNATURE**

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Name/Title

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Date

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*