FACILITIES TECHNICIAN
JOB DESCRIPTION

I. Basic Function

The Facilities Technician is responsible for the repairs and maintenance of all facilities within a geographical region, acting as the contact for emergency situations that affect The Summit's ability to open for business. Additionally, the Facilities Technician will assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) the service to our members. This position will coordinate outside contractors or vendors for various services.

II. Essential Functions

Daily functions:

- Acts as the primary contact for all regional personnel for any building issues (climate control, odors, smoke, spills, damage, emergencies and repairs)
- Monitors contractor performance and works closely with outside vendors and contractors to ensure work is completed according to specifications
- May act as the project coordinator for all size projects including large scale repair and new facility construction projects
- Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis
- Assists the Facilities Manager in preparing the annual maintenance budget
- Solicits bids and quotes from vendors
- Monitors and replaces light bulbs in all assigned facilities, as needed
- Makes minor plumbing repairs, as necessary
- Coordinates and assists with departmental and employee moves
- Performs basic electrical work and determines when a electrician is required
- Hangs pictures and shelving, as needed
- Dismantles and installs furniture
- Transports goods or equipment as assigned
- Performs immediate cleaning duties necessary to maintain clean facility
- Performs other maintenance duties as assigned by the Facilities Manager

- Responsible for managing incoming and outgoing shipments. This includes preparation of outgoing packages, return shipments and receipt of credit union related deliveries (i.e. Supplies, purchases, equipment). This may also require managing large possibly heavy parcels. Incoming shipments are to be confirmed upon receipt, and delivered to the appropriate party

III. Qualifications

Skills:

- Must be able to effectively communicate (oral and written) with all employees, contractors and vendors
- Self-starter and team player
- Must be organized and provide deliverables in support of project plans

Knowledge:

- Associates degree in project management, certificate in trade school or equivalent work experience related to project management, vendor management, facilities and/or maintenance.
- Must have basic understanding of how things work (facility-related)

Abilities:

- Understand and follow oral and written instructions
- Ability to prioritize and manage multi-functional tasks
- Ability to work effectively under pressure, and against strict time constraints
- Ability to use standard powered and non-powered tools
- Must be able to travel to various work-site locations on demand

Working Conditions:

- Be able to walk, bend, stoop, balance, crawl and reach for extended periods of time
- Must be able to utilize/view a PC and/or monitor
- Must be able to lift up to 100 pounds
- Must be comfortable and able to work on a ladder of 20 feet
- Must be able to work independently without direct supervision
- Must have a valid NYS Drivers License and reliable vehicle

*Note: The above information on this job has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.