

Facilities & Maintenance Technician II

Position Summary

Under the general supervision of the Facilities & Maintenance Manager, the F&M Technician II performs proactive and reactive repairs and maintenance to buildings and grounds, including but not limited to, plumbing repairs, light electrical repairs, overhead lighting repairs, office furniture repairs, drywall repairs, painting, flooring repairs, light HVAC repairs, grounds work and other disciplines as needed. The F&M Technician II must exercise good judgment and be able to operate a full range of tools and mechanical equipment related to the performance of the job.

Job Functions

Essential Functions

- Perform periodic assessments of buildings and grounds and proactively identify areas that require maintenance;
- Respond to work requests, assigned through a Computerized Maintenance Management System, and communicate updates on the status of those requests to internal customers;
- Assist with Coordinating and overseeing external contractors during projects, as appropriate;
- Troubleshoot and perform routine building maintenance tasks involving the following trade disciplines:
 - Carpentry
 - Painting
 - HVAC and Climate Control Systems
 - Plumbing
 - Electrical
 - Floor coverings
 - Roofing
 - Doors and Interior Trim
 - Drywall
 - Windows/Glazing
 - Irrigation
 - Building Lighting and Other Automation Systems
 - Other areas, as needed
- Collaborate with Facilities & Maintenance Manager, Project Coordinator, and internal customers in the proper handling and successful completion of projects and work requests;
- Identify and report possible defects and faults in construction;
- Work with Project Coordinator in obtaining permits and scheduling inspections with City, County, and independent third parties;
- Observe and monitor maintenance projects under progress Ensure vendor equipment deliverables are onsite in accordance with contractual obligations
- Operate various power and hand tools, including but not limited to:
 - Circular and reciprocating saws
 - Table and band saws
 - Chain saws

- Drills, grinders, sanders, and routers
- Painting spray rig
- Roto and jack hammers
- Overseeing vendors of office space/cubicle build-out and furniture repair;
- Utilize appropriate personal protective equipment at all times and employ proper safety precautions related to all work performed;
- Maintain awareness of the operating procedures and policies of UAIC and the F&M Department.

Non-essential Functions

- Act as a first responder when needed to clean up spills and unsanitary conditions;
- Welding and metal fabrication;
- Mixing, pouring, and finishing concrete;
- Periodically performing furniture repairs as required;
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of general building methods and the techniques and tools used in construction and facility maintenance;
- Advanced principles of carpentry, plumbing, painting and electrical work;
- Advanced principles of heating, ventilation and cooling systems;
- Operating knowledge of small engine equipment such as mowers, pruners, chainsaws, weed-eater, blowers, etc.;
- Knowledge of basic appliance repair techniques;
- Awareness of occupational hazards and standard safety practices;
- Basic mathematical principles;
- Basic computer knowledge for data entry and Microsoft Outlook.

Skills

- Excellent writing skills;
- Excellent communication skills both on the phone and in person;
- Attention to detail and ability to follow written and verbal directions;
- Skilled in backing-up and towing trailers;
- Well-organized, and able to manage multiple projects simultaneously.

Abilities

- Ability to troubleshoot, repair, and conduct maintenance on a wide variety of facilities, systems, and equipment;
- Ability to pass a forklift and high lift test, if needed;
- Ability to operate a variety of hand and power equipment in a safe and effective manner;
- Ability to monitor and evaluate the work of contractors;
- Ability to read and interpret blueprints;

- Ability to distinguish between colors;
- Ability to communicate tactfully and effectively, both verbally and in writing;
- Ability to exercise good judgement;
- Ability to maintain professional conduct;
- Ability to be flexible and respond to after-hours call outs and support scheduled UAIC functions/events during weekends and/or holidays;
- Ability to maintain valid driver's license;
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- High school diploma or equivalent
- Valid driver's license
- 3 years of experience in related field

Preferred qualifications:

- Completion of related college courses
- Related certifications and credentials
- 5 years of experience in related field

Working Conditions

The working conditions for this position vary, from principally sedentary when completing office duties or while on company premises, to traversing rough terrain at construction sites during field visits. The field work requires physical activity in driving and walking to, from, and around locations. The employee is required to be able to work in rough terrain, at high altitudes, and in adverse conditions while carrying equipment and supplies weighing up to 50 pounds. The employee must be able to work in temperature extremes, such as heat in excess of 100 degrees F, and cold below 20 degrees F, as well as with exposure to high noise levels and vibrations, and hazards such as electrical shock, falls, burns and toxic chemicals. The employee is frequently required to stand, walk, and sit. The employee must use hands and fingers, to handle, pinch, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 75 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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