

Human Resources Department
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OPEN RECRUITMENT
Job Announcement
September 20, 2016

Position Title: Building Services Technician
Supervisor: VP Development & Asset Management
Classification: Non-Exempt
Closing Date: Open until Filled
Salary: \$14.90/hourly

092016-DAM-022
To apply for this position,
[click here](#):

SUMMARY:

Under the direction of the VP of Development and Asset Management, the Building Services Technician performs preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment and grounds; monitors building system operations and performance. Incumbents in this position will utilize several trade skills, including carpentry, plumbing, electrical, painting, roofing, heating and cooling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

1. Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by the Authority.
2. Complies with applicable codes, regulations, and Authority directives related to building operations and work safety.
3. Oversee and inspect the work performed by outside contractors; contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers and janitorial cleaning services.
4. Performs assigned repairs, emergency and preventive maintenance.
5. Completes maintenance and repair records as required.
6. Reviews assigned work orders.
7. Estimates time and materials needed to complete repair.
8. Orders necessary materials and supplies to complete all tasks.
9. Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.
10. Maintain the building lighting system, including element and ballast repairs or replacements.
11. Perform welding, carpentry, furniture assembly and locksmith tasks as needed.
12. Responds quickly to emergency situations, summoning additional assistance as needed.
13. Responds to work-order items in a timely manner.
14. Responsible for internal large meeting room set-ups and takedowns.
15. Other related job duties as assigned and/or required.



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, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies:

- Skilled in building maintenance/repair and have experience in the following areas: carpentry, plumbing, electrical, painting, roofing, heating and cooling;
- Must have universal CFC Certification;
- Additional certification in one or more of the following: electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, carpentry or engine repair (certifications/licenses may be required by local or state jurisdictions)
- Must be able to work independently and with minimal supervision;
- Must have professional communication (verbal/written) skills and presentation for coordinating with tenants, vendors, etc.
- Must have strong computer and typing skills

EDUCATION AND/OR EXPERIENCE:

High School diploma or GED equivalency; 2 year degree or formal technical/maintenance training or certification plus. Four (4) years of recent experience in similar commercial building maintenance role. Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and should be capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

Other skills required in this position include but are not limited to the following:

Skilled in the use of the English language, mathematics, time management, critical thinking, active listening, and management of material resources.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. This position will also require working out of doors, in basements, and other areas which may be cramped, noisy and not temperature controlled. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment will vary and can be loud depending upon the area being worked in.

