



## **FACILITY MAINTENANCE TECHNICIAN**

### **I. POSITION SUMMARY:**

The Facility Maintenance Technician will serve the members and support the goals of Jefferson Energy Cooperative (JEC) by effectively and efficiently maintaining the building maintenance tasks in one or more fields (carpentry; electrical; HVAC; plumbing, floor maintenance, and custodial tasks, etc.).

### **II. REPORTING RELATIONSHIPS:**

A. Reports to: Facility Maintenance Supervisor

### **III. MAJOR RESPONSIBILITIES:**

- A. Performs electrical construction, maintenance and repairs as required, at all JEC facilities.
- B. Performs plumbing construction, maintenance, and repairs, as required, at all JEC facilities.
- C. Performs construction, maintenance, and repairs on specialized equipment such as, but not limited to, HVAC, ice machines, gate operators, security cameras, and badge access system.
- D. Performs general construction, maintenance, and repairs as required at all JEC facilities. Performs regular inspection of JEC facilities for repairs and/or improvements.
- E. Monitor trouble ticket software and respond as needed.
- F. Perform grounds keeping duties, as required, at all JEC facilities.

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AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



- G. Performs custodial and janitorial work as required at all JEC facilities. Maintains assigned equipment and tools.
- H. Must be able to work flexible hours;
- I. Works with other employees from within JEC to promote the “team” concept at all times;
- J. Performs the duties of this position in accordance with the established policies, practices and procedures to make a maximum contribution to the objectives at JEC;
- K. Attend job training and safety meetings.

**NOTE:** The above are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

The **FACILITY MAINTENANCE TECHNICIAN** shall be required to perform any other assigned duties to fulfill the objectives of JEC.

#### **IV. EXTERNAL RELATIONSHIPS:**

- A. Vendors



**POSITION SPECIFICATIONS**  
**FACILITY MAINTENANCE TECHNICIAN**

**Job Knowledge, Training and Experience**

**Required:**

A Technical Diploma or higher in related field; however, experience may be considered in lieu of educational requirements.

Valid Driver's License.

**Preferred:**

Previous work experience in facility maintenance;

Technical training in one or more of the following: HVAC, electrical, plumbing, or other related maintenance field;

Valid Class A Commercial Driver's License;

Experience using Microsoft Office

Forklift Certification

EPA 608 certification (required within 12 Months)

**Abilities and Skills:**

The use of mobile devices for scheduling, troubleshooting equipment, and operation of wireless equipment.

Strong communication and interpersonal skills;

Ability to work weekends, as needed, when performing certain tasks;

Ability to work with minimal supervision.

Position requires the ability to meet and deal with the public effectively.

Accuracy and attention to detail is important.

Ability to operate JEC vehicles and equipment as required.

Performs Facility Maintenance tasks using the appropriate hand, power & specialty tools.

**Physical Effort and Working Conditions:**

Frequently required to walk, stand, lift, bend, stoop, and climb. Must have the ability to push and pull minimum of 100 pounds; The ability to lift minimum 75 pounds. The ability to work above and below ground level. Due to equipment weight limits, the employee must weigh 315 lbs. or less.



Under normal working conditions this is an indoor position 50% of the time and an outdoor position 50% of the time. Working conditions will be determined by the task at hand.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment alcohol and drug screen is required.



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## **External Facilities Maintenance Technician Progression**

### **Facilities Maintenance Technician I**

- Entry level.
- Technical diploma/certification or higher in related field of study or prior experience in Facilities Maintenance.
- Basic knowledge of electricity, plumbing, and construction.

### **Facilities Maintenance Technician II**

- Advanced knowledge and skills in HVAC and/or Electrical systems.
- Minimum of two years' experience in Facilities Maintenance or related field.
- Knowledge and skills to maintain electrical systems to include multi voltage applications, distribution panels / loading and troubleshooting and/or
- Knowledge and skills to maintain HVAC systems to include compressors, air handlers, equipment controls, refrigerant flow and troubleshooting.
- Knowledge and skills to maintain water systems to include wells, irrigation, restroom facilities, drinking water and troubleshooting.
- Knowledge and skills to maintain equipment and tools utilized by Facilities Maintenance personnel.
- EPA 608 Certification, (if you do not already have this certification, it must be obtained within one year of job offer).
- Completion of JEC's Facilities Maintenance Technician II written exam and skills test. Test must be completed with a satisfactory score of 80% or better.