

# Mid America Computer Corporation

## Job Description

Job Title: Maintenance Technician

Department: Maintenance

Division: MACC

Reports To: President

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Exempt/Non-Exempt: Non-Exempt

Full-time/Part-time: Full-Time

Revised Date: 02/18/2015

Job Grade: 406

Updated: 01/30/2017

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### **JOB SUMMARY**

*Paragraph describing the overall reason the job exists*

Perform daily property maintenance of all types necessary for MACC buildings and grounds and other related properties.

### **KEY RESPONSIBILITIES**

*List key responsibilities directly related to the Job Summary*

#### % of Time

- |    |            |   |
|----|------------|---|
| A. | <u>65%</u> | Building & Grounds maintenance                      |
| B. | <u>10%</u> | Construction assistance/remodel projects assistance |
| C. | <u>10%</u> | Maintain Company pool vehicles                      |
| D. | <u>15%</u> | Other duties as assigned.                           |

### **JOB DUTIES**

*Beginning with Key Responsibility A, list specific duties which support each key responsibility*

- | <u>Duty #</u> | <u>Key Resp</u> | <u>Job Duty</u>  |
|---------------|-----------------|--|
| 1.            | <u>A</u>        | Perform yard services, snow removal, property maintenance, buildings & grounds maintenance. Maintain properties/grounds for MACC and other related properties which includes mowing, weed trimming, bush trimming, cleaning sidewalks, trimming branches, treating weeds with chemicals, ridding areas of unwanted animals, snow removal/ice treatment services, and eves trough cleaning. |
| 2.            | <u>A</u>        | Maintenance of underground sprinkler systems for MACC and other related properties.  |

3. A Apply chemicals to yards, parking lots and other areas of facilities as needed.
4. A Perform daily equipment/mower maintenance; update safety items for equipment operation.
5. A Periodically inspect building and utility systems to determine if in need of alterations and repairs.
6. A Perform basic electrical and plumbing repairs as needed.
7. A General building maintenance for MACC and other related properties to include painting, staining, carpet cleaning, as needed.
8. A Maintain and conduct safety testing on fire alarm system, elevator, boilers, HVAC, electrical equipment and emergency generator. Maintain compliance with federal, state and local regulations.
9. A Be available during off-duty hours, as needed.
10. A Comply with training and safety programs.
11. B Assist with construction remodeling projects which includes demolition, drywall installation/repair, clean-up, painting, staining, carpet cleaning and picture hanging.
12. B Move furniture and other office equipment, as needed.
13. C Provide auto maintenance such as oil changes, lubes, tire rotations, brake inspection, pick up and delivery.
14. C Evaluate operational problems for company pool vehicles and make appropriate repairs.
15. C Auto detailing such as cleaning carpets and interiors, clean exterior of vehicles, windshield repair, etc.
16. C Order automotive parts and supplies and maintain inventory of parts. Maintain vendor relationships to ensure competitive pricing and dependable service.
17. C Maintain company pool vehicle records and employ a preventive maintenance schedule to ensure safe vehicle operation.
18. D Assist Billing Operations during the end-of-month bill processing. Operate inserters, bursters and provide general assistance. Approximately 1 week per month.
19. D Special events support.
20. D Serve as back-up on Emergency Response Team for Business Interruption Plan
21. D Other duties as assigned.

### **PERSONAL QUALITIES**

*Describe the characteristics that exemplify the personal attributes required of employees to effectively integrate into MACC's work environment.*

#### **Required:**

- Ability to effectively communicate through demonstrated verbal, written, and listening skills.
- Ability to work as part of a team by exhibiting a positive attitude and contributing to a professional environment.

- Ability to demonstrate integrity and solid work ethics.
- Ability to demonstrate a “can do” attitude through recommendations of creative solutions.
- Ability to demonstrate a competitive spirit by respecting established start times, managing allotted break periods, and working additional hours to deliver timely and quality products for potential sales opportunities and customer retention.

## **QUALIFICATIONS**

*Describe the knowledge, skill, ability, education and experience necessary to perform the job duties*

### **Required:**

- High school education or equivalent
- 2-3 yrs. experience buildings/grounds maintenance
- Ability to understand and follow oral and written directions
- Valid Driver's License
- Able to lift 100 lbs.
- Basic knowledge of auto and truck mechanics
- Able to work outside in all extreme weather conditions hot, cold, rain and or snow, dust, mud, and or weed stricken environments.
- Able to communicate with associates and customers in a professional and courteous manner
- Able to use various hand tools (air drills, impacts, jacks, hoist, etc)

### **Preferred:**

- Basic electrical and plumbing knowledge

## **PHYSICAL REQUIREMENTS**

*List the essential functions necessary to perform job duties*

- Regular, reliable attendance
- Ability to get along with others
- Ability to work independently to reach a goal
- Ability to work as a team member
- Ability to deal with internal customers that have communicated complaints.
- Ability to work a minimum of a 40 hour week plus additional hours to meet project deadlines as needed
- Ability to accommodate a daily work schedule to established start times
- Ability to carry a cellular telephone and perform on-call duties
- Ability to travel as required for business by either ground and/or air means of transportation
- Ability to lift up to 100 lbs.
- Ability to distinguish wire differences by color
- Ability to use various hand tools, thereby, demonstrating manual dexterity
- Ability to perform frequent physical demands including lifting, maneuvering ladders, and other related duties.
- Ability to climb ladders and operate bucket truck for height related aerial work.

- Ability to work in outside conditions that are completed dependent on weather.
- Ability to work outside 60-75% of the time
- Ability to come in contact with rodents, bugs, and/or other creatures
- Ability work in confined work spaces
- Ability to listen to business and/or technical requirements of internal and external customers to determine solutions to meet business needs
- Effectively communicate in a positive and professional manner through written and verbal communications in all interfaces with customers/public, MACC co-workers, and vendor that provide products or services to MACC.

**REPORTING RELATIONSHIPS**

*List job titles and number of incumbents which report directly to this job*

None