

Mid America Computer Corporation

Job Description

Job Title: Maintenance Technician

Department: Maintenance

Division: MACC

Reports To: President

Exempt/Non-Exempt: Non-Exempt

Full-time/Part-time: Full-Time

Revised Date: 02/18/2015

Job Grade: 406

Updated: 01/30/2017

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