

# Building Maintenance Technician

The Maintenance Technician is responsible for miscellaneous maintenance and repair of facilities owned and operated by the Town of Sandisfield. One of the main goals is responding to maintenance requests and handling any emergency and necessary repairs. Specific responsibilities include:

- Ensure that Town facilities are clean and safe at all times.
- Inspect mechanical equipment to locate malfunctions and perform minor repairs.
- Complete minor maintenance tasks such as replacing light bulbs, conduct electrical repairs such as checking electrical wiring to identify issues, and carpentry repair including drywall repair work.
- Perform quality checks on HVAC, air conditioning, plumbing and electrical systems to meet health and safety standards.
- Assist in maintaining safety systems such as fire extinguishers, alarm contacts, and other building systems.
- Check and respond to security and safety issues.
- Coordinate services of professional contractors.
- Keep documents of inspections and problems.

Complete assigned maintenance repair tasks including but not limited to:

- Drywall repair – patching, painting
- Carpentry repair – doors, molding, furnishings, cabinets
- Minor plumbing repair – toilets, sinks, caulking
- Electrical – maintain lights interior & exterior, light fixtures
- HVAC – filters, grills, belts, window A/C units, baseboard heating & registers
- General Maintenance and Safety – CO2 & smoke detector batteries, exits free & clear, signage in good condition
- Assist in the creation of a preventive maintenance and repair schedule. Respond to emergencies related to the facilities
- Answer emergency calls from the Town and respond in a timely manner.

Prospective applicants must have basic knowledge in the various building trades including: janitorial, electrical, plumbing, drywall, HVAC, and carpentry; experience with facility maintenance and safety requirements; knowledge of and ability to operate miscellaneous hand tools and power tools; good oral and written communication skills; good organizational skills; ability to work independently and ability to work effectively as a member of a team. Maintenance workers are expected to read and interpret technical information including blueprints and repair manuals. Computer literacy with proficiency in MS products (Word and Excel) is preferred. Hourly rate is based on experience.

**The Town of Sandisfield** is an Equal Opportunity Employer.

Job Type: Part-time, flexible hours