

**Position Title:** Facility Maintenance Technician

**Reports To:** Facility Manager

**Summary:**

- Maintenance Technicians are responsible for the upkeep, preventative care, and reactive maintenance at the South Florida Fair campus.
- Will report directly to the Fairgrounds daily on a general work schedule of Monday – Friday with weekends and holidays as necessary. During December, January, and February the Fair schedule is demanding.
- The Maintenance team participates in grounds / building repairs, installations, remodeling projects, and provide proper resource management of same, as well as assist the activity of event staff as necessary.
- Conduct regular facility care assigned by the Facility Manager.
- Work includes a variety of outdoor settings in varying climatic conditions and situations.
- Employee must have strength and endurance to perform work associated with a facilities maintenance role in South Florida.

**Knowledge, Skills, and Abilities:**

- Must be a multi skilled individual associated with facility care and maintenance in a commercial facility performing hands on work associated with the building trades.
- Requires the ability to read / write English, perform basic mathematic calculations related to the building trades, and communicate effectively with other team members.
- Participate in a variety of trades related activities such as, simple plumbing repairs, fence and gate repair, painting, use of ladders, pressure cleaning, concrete and asphalt repairs. (These are examples of work not an entire list)
- The ability to safely operate equipment such as lifts, tractors, back-hoe, skid steer, zero turn mower, and other general facility related equipment.
- Skilled and experienced in the use of a wide variety of hand and power tools such as saws, drills, concrete cutter, and various shop equipment.
- Review priorities, Track work orders, and conduct daily checks on these orders.
- Maintain labor and materials records, blueprint files, and maintenance schedules.
- Attend required management meetings and regular maintenance staff meetings on safety.
- Communicate with staff between departments on set-up/tear down of events.

**Competency:**

- Must have effective oral and written skills, as well as good organizational skills, flexibility, and the ability to work well under pressure.
- Must have the ability to analyze situations accurately and take effective actions with minimal supervision, independently execute assignments, and respond appropriately to requests, concerns and/or complaints.

**Qualifications:**

- Valid FL Drivers License
- 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.

**Education/Experience:**

- High School Diploma or equivalent with a minimum of 5 years of relevant experience in the areas of commercial building and facility maintenance areas of preference include: HVAC, Roof Systems, Electrical, and Janitorial.
- Must have knowledge of Facility Maintenance project flow in a commercial facility.
- Preferences include: Experience in at least one dominant trade skill or technical school.

**Language Ability:**

- Ability to read English, analyze, interpret, and apply effectively the use of; general blue-print and construction documents, technical procedures, or governmental regulations commonly related to the maintenance field.
- Ability to write basic reports, relevant business correspondence, and work orders.
- Ability to effectively present information and respond to questions from groups of, clients, customers, and the general public.

**Math Ability:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must have fundamental understanding of common building and trades calculations for associated field.

**Reasoning Ability:**

- Ability to define facility related problems related to the fairgrounds, collect data, establish facts, and draw valid conclusions. Must be able to effectively reason and communicate with all internal and external contacts.

**Work Environment:**

- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment can be unusually loud.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to talk or hear in various situations. The employee is frequently required to walk, sit, use hands and fingers, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. During peak activity times, extra daily hours, irregular or unusual hours and periods with no days off may be required.