



Job Description
Facility Technician

Facility Technician	Revised 6-4-24
FSLA Status: Non-Exempt	Reports to: Facility Manager
Department: Facility & Grounds	Pay Range: \$16-18 Hourly

The **Facility Technician performs routine and preventive maintenance and repair procedures on buildings, mechanical equipment and utility systems associated with ArtsinStark, the county arts council.** The Facility Technician will work with the Facility Manager. This is a full time position located in Canton Ohio.

Essential duties and responsibilities include the following:

- Completes daily, weekly, monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Replaces broken windows, minor repairs of doors, door locks and closets.
- May operate computer that controls and monitors HVAC systems.
- Performs inside custodial duties as assigned.
- Performs outside custodial duties as assigned.
- Inspects boilers, chillers, cooling towers and monitors treatment levels of proper chemicals.
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces minor broken parts.
- Responsible for event setup and tear down of tables, chairs, platforms, staging, sound systems etc.
- Responsible for post clean-up after events to include trash pickup, sweeping, mopping of floors and restrooms.
- May supervise community services workers.
- May perform installation of lighting fixtures, light switches, fans, shelving.
- Picks up trash around building and grounds
- Performs other duties as assigned by the Facility Manager or senior member of management.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability requires but not all inclusive.

Education: High school diploma or general education degree (GED) and one year experience in buildings and mechanical equipment maintenance and repair or equivalent combination of experience and education. Good skills in use of hand and power tools.

Language Skills: Ability to read and understand simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to communicate in one-on-one and small group situations to other employee and groups.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure. Ability to interpret mechanical drawings and schematics.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions.

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; and talk; or hear. The employee is occasionally required to sit . The employee must frequently lift and/or move more than 100 pounds. Specific vision for this job include close vision, distance vision, color vision and depth perception.

Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level ranges from moderate to loud.