



Summary

The Facilities Maintenance Technician will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional. Handling both day to day indoor and outdoor operational needs and regular support of event and project-based work. Being reliable with a keen eye for detail. The ideal candidate will have experience and solid technical knowledge and perform upkeep tasks such as repairs and cleaning. You must also possess manual dexterity and physical stamina. The Facilities Technician will report to the Facilities Operations Manager. This is a non-exempt position.

Roles and Expectations

- Perform daily walkthroughs of Riverstone campus buildings, grounds and check to make sure facilities equipment are in a safe proper working order.
- Conduct maintenance tasks such as replacing light bulbs, ballasts, light fixtures, outlets and light switches.
- Check control panels and electrical wiring to identify issues.
- Perform Preventive maintenance tasks as directed by your supervisor.
- Conduct safety checks on fire and life safety equipment (e.g. fire extinguishers, fire alarm, emergency lighting. Performing fire and crisis drills and documenting results.)
- Perform maintenance repairs adjusting or replacing locks, door handles, door hardware.
- Maintenance repairs of walls, sheetrock repair or replacement, wall texturing and painting.
- Inspect and troubleshoot HVAC equipment and systems, schedule and report to HVAC service repair vendors.
- Maintain and regulate HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- Install appliances and equipment, troubleshoot and repair basic functions of appliances.
- Base automotive repair knowledge, scheduling of vehicle service, records keeping and shuttling.
- Coordinate with directors and schedule equipment setups for school functions and activities, furniture moves, set up furniture and equipment. Sets up for and breaks down after special events.
- Respond to staff needs and requests (i.e. repairing broken furniture, insect control, emergency cleanups, carpet extractions.
- Perform plumbing repairs (e.g. replacing sink, toilets and hardware, repairing/replacing faucet valve stems, flush valves and hardware. Pvc. repair.
- Maintaining cold and hot water circulation systems with electric and gas water heaters systems.
- Maintain grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, weeding or planting areas when needed. Emptying outside trash when needed.



- Maintain irrigation systems time clocks adjusting seasonally. Fixing, adjusting, or replacing irrigation rotor head or irrigation lines when needed.
- Fall and winter leaf and snow removal when needed. Applications of ice melt throughout campus where needed.
- Waxing and striping VCT floors, using carpet extractors, food buffers, floor scrub machines.
- Custodial support: Collect trash and recycling and dispose in proper bin, sweeping, mopping, vacuuming, dusting, washing and sanitizing toilets, cleaning bathrooms, counters, mirrors, cleaning windows and doors, using industrial cleaning equipment to clean floors, cleaning refrigerators, cleaning water fountains, cleaning the elevator, cleaning common area laundry rooms, cleaning, and restocking disposable janitorial items.