



Position: Maintenance Technician
Department: Buildings & Grounds
Salary: Competitive Full-Time Compensation & Benefits Package

The UVSO Maintenance Tech performs maintenance tasks across all UVSO campus sites including residential & commercial properties. Additionally, this position is responsible for the upkeep of adjacent walkways and grounds, office equipment and assets in order to sustain clean, orderly, and functional conditions across the UVSO Service Campus. Provides support and assistance to administration, visitors, and staff as necessary.

Essential Function

- Performs work according to standard procedure and by building's operational schedule.
- Makes carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting and event rooms.
- Prepares rooms for use by UVSO or external partner organizations
- Clears snow from campus parking lots, entrances, and walkways.
- Transport cleaning, restroom, and various supplies materials between campus locations.
- Follows all applicable safety rules and procedures.
- Opens and closes UVSO buildings according to security procedures.
- Complete daily written reports based on building checks and work accomplished during shift.

Additional Duties

- Assists in shipping and receiving of UVSO supplies and materials.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Participates in facilities coverage by working evenings and weekend rotation as required.
- Receives general supervision from the Buildings and Grounds Director.

Qualifications

- 2+ years' experience in building cleaning and maintenance work.
- Mechanical aptitude
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to lift and carry objects weighing from 15 to 75 pounds.
- Ability to work prolonged periods in poor weather conditions, including heat, cold, rain, or snow.
- Superb physical dexterity
- A NJ Driver License is required
- Formal training in in engineering, building design, plumbing, HVAC, or general contracting is a plus

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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