



Unified Vailsburg Services Organization

JOB DESCRIPTION

Position: Residential Maintenance Technician
Department: Buildings and Grounds
Reports To: Foreman
Salary: Full-Time Compensation and Benefits Package

The UVSO Residential Maintenance Tech performs maintenance tasks across all UVSO residential properties assisting with special projects on commercial properties. Additionally, this position is responsible for the upkeep of adjacent walkways and grounds, in order to sustain clean, orderly, and functional conditions across the UVSO Service Campus.

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.
- 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.

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 valid NJ Driver License is required
- Formal training in in engineering, building design, plumbing, HVAC, or general contracting is a plus

Disclaimer

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.