

Job Summary: Maintenance Technician. The successful candidate will be responsible for plumbing, electrical, access control, HVAC, Life Safety Systems, interior and exterior maintenance as well as any other duties assigned by the Facilities Manager. The ideal candidate will be a professional who can take the initiative and help anticipate problems before they occur as well as able to communicate effectively with other staff, tenants, visitors, vendors and anyone else he or she encounters on the job. The position will provide support for general building operations and maintenance and assume singular support at times. The position will require on call building coverage and off hours response.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Performs preventative maintenance and repairs including but not limited to belt adjustments, oiling, greasing and cleaning of equipment or replacement of various types of mechanical and electrical equipment.
- Performs re-lamping, both indoor and outdoor.
- Conducts daily/weekly tours as well as upkeep of mechanical spaces, public areas, roofs, and all campus grounds.
- Respond to Work Orders, performing and or directing the prompt and thorough completion of requests for HVAC, plumbing, lighting, basic carpentry/painting, access control, and general repair of support assistance as needed.
- Communicate with the owner, owner's representative, managers or supervisor on the work performed and present the status of all tasks assigned.
- Provides information for work order tracking system to initiate work orders for unscheduled jobs, develop materials lists for ordering, and may be required to provide technical support for associated projects.
- Responds to emergency situations and traces, troubleshoots, or directs repairs of problems; will wear a cell phone for rapid reaction and communication.
- Conducts general housekeeping and upkeep to mechanical/electrical rooms including sweeping, mopping and painting.
- Completes all work in accordance with Paradigm Properties Business Systems Standard Operating Procedures and Work Instructions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 and/or Experience:

One-year certificate from college or technical school or one year related experience and/or training; or equivalent combination of education and experience.

TO APPLY:

Please email resume to Shaka Lattin-Emmanuel at slattinemmanuel@paradigmprop.com