



## **LEAD MAINTENANCE TECHNICIAN**

**Schedule/Rate:** 260 day position

**BASIC FUNCTION/PURPOSE:** Experience in maintenance duties and leadership preferred.

### **DUTIES AND RESPONSIBILITIES:**

- Perform routine, preventive, and corrective maintenance on equipment, systems, and buildings. This may include minor repairs like fixing drywall or doors, or more complex tasks like troubleshooting and repairing broken assets.
- Clean and maintain facilities, including floors, walls, ceilings, windows, and restrooms.
- Mow lawns, trim hedges, and clear debris.
- Order materials and supplies needed for repairs and maintenance.
- Monitor project progress and track key performance indicators.
- Follow safety rules and regulations, and assess safety equipment like fire extinguishers and smoke alarms.
- Maintain a record of maintenance tasks and shift reports.
- Adhere to schedules and respond to emergency maintenance requests.
- Communicate with tenants, vendors, and co-workers.
- Use a computer to manage the HVAC system, track work orders, and submit purchase orders.

Submit resumes to [nhenehan@monvalleyctc.org](mailto:nhenehan@monvalleyctc.org) by September 3, 2024.