



Job Description

Job Title: Maintenance Technician

Department: Systel Maintenance

Reports to: Facilities Manager

FLSA Status: Non-Exempt

Summary:

Responsibilities include but are not limited to:

Performing maintenance work/in-house repairs for Systel and Allison Holdings, and related properties by performing the following duties:

Essential Duties and Responsibilities:

- Answering daily tenant service requests.
- Building common area maintenance as requested by management.
- Minor repairs on plumbing, electrical, painting, carpentry skills and lighting systems routine maintenance. Responsible for notifying management when contractors are needed.
- Escort vendors while in building to ensure proper use of freight elevator and to limit access to building maintenance areas.
- Ground maintenance

Physical Requirements

- Must be able to carry and lift up to 50 lbs.
- Job will require bending, squatting, kneeling, pushing/pulling, climbing and moving/lifting.
- Driving company vehicle to tenant locations

Qualifications:

To perform this job successfully, an individual must have a good driving record, ability to perform routine maintenance duties to Systel's corporate office and must supply their own tools. Must have the ability to communicate orally and verbally with employees, vendors, and customers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.