

Crawfordsville Electric Light & Power

Job Description

Job Title: Facilities Maintenance Technician

Department: Purchasing

Pay Range: \$23.00 to \$26.00

Exempt or Non-Exempt: Non-Exempt

Last Amended: March 2024

1. Job Summary

- 1.1. The Facilities Maintenance Technician is responsible for maintenance and repair of buildings, equipment and property, including interior and exterior, and performing routine custodial work.

2. Essential Duties and Responsibilities

- 2.1. Maintains a building maintenance plan that ensures maximum efficiency and utilizes preventative maintenance.
- 2.2. Troubleshoots and performs minor repairs of buildings and equipment.
- 2.3. Maintains and repairs lighting inside buildings.
- 2.4. Notifies Purchasing Agent concerning the need for major repairs.
- 2.5. Maintains exterior landscaping.
- 2.6. Performs routine custodial work such as: vacuuming; mopping; removing trash; cleaning, disinfecting and stocking paper supplies in restrooms; cleaning windows; cleaning and disinfecting breakrooms.
- 2.7. Cleans and restores building interiors including painting.
- 2.8. Assists Purchasing Agent with fleet management.
- 2.9. Assists Purchasing Agent with unloading or loading deliveries by operation of fork lift.
- 2.10. Keeps an inventory of cleaning and repair supplies and coordinates ordering with Purchasing Agent.
- 2.11. Follows applicable industry safety standard, safe work practices and state and federal safety rules.
- 2.12. Follows applicable industry environmental standards and local, state and federal environmental rules.
- 2.13. Completes other duties as assigned.

3. Essential Work Relationships

- 3.1. Reports to the Purchasing Agent.
- 3.2. Works as part of a cohesive team.
- 3.3. Represent the company in a professional manner with both the public and others with whom the individual comes in contact with during work.
- 3.4. Ability to work in a team environment and use interpersonal skills to interact and solve problems and conflicts that may arise among vendors or the public.

4. Qualifications

In order 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, skills, and/or abilities required to perform the essential responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1. Preferred Knowledge

Basic maintenance and repair of buildings, equipment and vehicles; methods of maintaining, cleaning and preserving a variety of surfaces.

- 4.2. **Education and/or Experience**
High School Diploma/G.E.D.; demonstrated experience in carpentry, electrical and/or other trade fields.
- 4.3. **Communication Skills**
Must demonstrate effective communication skills and effective interpersonal skill with coworkers, vendors, and the public; work independently as well as cooperatively with others; demonstrate initiative; respond effectively to written and oral instructions.
- 4.4. **Reasoning Ability**
The general ability to think critically; determine when something is wrong, suspicious, and recognizing there is a problem and the ability to communicate that information to the appropriate individual; the ability to read and understand information and ideas presented in writing.
- 4.5. **Certificates, Licenses, Registrations**
Valid Indiana Driver's License or ability to obtain within 60 days

5. Essential Psychological Factors

- 5.1. Demonstrates leadership skills and initiative.
- 5.2. Performs repetitive tasks.
- 5.3. Constantly under pressure to meet deadlines.
- 5.4. Handles several tasks simultaneously.
- 5.5. Solves non-routine problems.
- 5.6. Works independently, with little or no supervision.
- 5.7. Works cooperatively with others.
- 5.8. Constantly handles new situations.
- 5.9. Must perform duties accurately.
- 5.10. Handles confidential information.

6. Physical and Environmental Factors

(Occasionally = 0-2.5 hrs/day; Frequently = 2.5-5.5 hrs/day; Constantly = 5.5+ hrs/day)

6.1. Physical Activity

- 6.1.1. Standing: Frequently
- 6.1.2. Walking: Frequently
- 6.1.3. Sitting: Occasionally
- 6.1.4. Controls (hand/arm, foot/leg): Constantly
- 6.1.5. Pulling: Frequently (maximum weight of 50 lbs.)
- 6.1.6. Lifting: Frequently (maximum weight of 50 lbs.)
- 6.1.7. Carrying: Frequently (maximum weight of 50 lbs.)
- 6.1.8. Pushing: Frequently (maximum weight of 50 lbs.)
- 6.1.9. Climbing: Frequently
- 6.1.10. Kneeling: Occasionally
- 6.1.11. Crouching: Occasionally
- 6.1.12. Crawling: Occasionally
- 6.1.13. Reaching: Frequently

6.2. Use of Senses

- 6.2.1. Speech:
 - 6.2.1.1. Ordinary Conversation: Frequently
 - 6.2.1.2. Telephone Communication: Occasionally
- 6.2.2. Hearing:
 - 6.2.2.1. Ordinary Conversation: Frequently
- 6.2.3. Vision:
 - 6.2.3.1. Acuity, near: Frequently
 - 6.2.3.2. Acuity, far: Occasionally

- 6.2.3.3. Depth Perception: Occasionally
- 6.2.3.4. Color vision: Occasionally
- 6.2.3.5. Field vision: Occasionally

6.3. **Environmental Conditions**

- 6.3.1. Work area
 - 6.3.1.1. Inside: Frequently
 - 6.3.1.2. Outside: Frequently
- 6.3.2. High (85 degrees+) Temperatures: Occasionally
- 6.3.3. Low (50 degrees-) Temperatures: Occasionally
- 6.3.4. Wet and/or High Humidity: Occasionally
- 6.3.5. Noise
 - 6.3.5.1. Especially High Level: Occasionally
 - 6.3.5.2. Vibrations: Occasionally
- 6.3.6. Hazards
 - 6.3.6.1. Mechanical: Occasionally
 - 6.3.6.2. Electrical: Occasionally
 - 6.3.6.3. Burns: Occasionally
 - 6.3.6.4. Radiant energy: Occasionally (UVL)

6.4. **Atmospheric Conditions:**

- 6.4.1. Fumes: Occasionally
- 6.4.2. Odors: Occasionally
- 6.4.3. Dusts: Occasionally
- 6.4.4. Mists: Occasionally
- 6.4.5. Smoke: Occasionally
- 6.4.6. Gases: Occasionally
- 6.4.7. Poor ventilation: Occasionally

Manager

Date