



JOB DESCRIPTION

FACILITIES MAINTENANCE TECHNICIAN

DEPARTMENT: Maintenance

FLSA STATUS: Non-Exempt

REPORTS TO: Equipment Manager/Operations Manager

LOCATION: Main Office and Various Company Properties

Summary: Under the supervision of the Equipment and/or Operations Manager, perform facility maintenance and repair at various, local company facilities.

Essential Duties and Responsibilities include the following:

- Perform daily and weekly external cleaning of company facilities
- Ensure that all company facilities are properly maintained (general construction repair/maintenance ex. light plumbing, carpentry paint etc.)
- Ensure that all landscaping is properly maintained at various company properties (trees and shrubs are trimmed, grass mowed, weeds removed etc.)
- Assist with other yard duties as assigned

Qualifications/Requirements:

- 1+ years of general construction experience
- General knowledge of landscape maintenance skills
- Good written and verbal skills
- Problem Solver
- Ability to work with minimal supervision
- Ability to multi-task

MoPac is an Equal Opportunity Employer that employs regardless of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information

Education/Experience/Requirements:

- High School Diploma or GED
- Minimum six months to 1 year of relevant experience
- Valid Driver's license and clean driving record
- Pass a drug, E-Verify and background check

Employee Signature_____

Date_____

Reviewed/Approved_____