

## FACILITIES MAINTENANCE WORKER

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**Summary Statement:** Under supervision, is responsible for performing routine building maintenance tasks and assisting Building Maintenance Supervisor with the performance of building construction, maintenance and remodeling tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.); learns to perform tasks in other fields; and performs other tasks as assigned.

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**Essential Functions:**

1. Gains job specific expertise through various sources (e.g. on-the-job training, trade publications, vendor publications and manuals, etc.) to become proficient in the identified primary field.
2. Installs insulation to building walls, ceilings and floors to provide sound and thermal barriers using various tools and materials (e.g. wire, knives, dust masks, etc.).
3. Installs attachments and accessories at user work stations to provide for ease of work using various hand, power, and specialty tools.
4. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
5. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.

6. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities to Department personnel.

7. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.) to provide operable and efficient facilities for Department personnel.

8. Assists in performing minor HVAC work (e.g. adjusting and calibrating thermostats, pneumatic controls and HVAC and electric energy management systems; installing pipes for high pressure air systems; repairing water, gas, electric and air pipes and lines in or under floors, walkways, and walls; etc.) to maintain a comfortable temperature for employees and proper equipment operation using various hand, power and specialty tools.

9. Assists in performing scheduled and "as needed" inspection and preventive maintenance on tools and equipment to maintain operability of the tools and equipment.

10. Confers with Building Maintenance supervisor to discuss work processes and problems, the best techniques for various maintenance and repair needs, and receive counselling and instructions.

11. Attend work unit staff meetings to obtain and disseminate information and participate in discussions on appropriate resolutions to problems.

12. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.

13. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).

14. Receives direction, guidance and instruction from Building Maintenance Supervisor in the correct operation of equipment and materials used to complete required maintenance activities.

15. Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.).

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**Knowledge,  
Skills, &  
Abilities  
Required:**

**Skill in:**

1. the correct selection and safe use of various applicable hand and power tools.

**Ability to:**

1. communicate orally with team members, co-workers, employees, contractors and vendors to

obtain and provide useful information.

2. communicate in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.

3. work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.

4. observe, record, and report unsafe working conditions.

5. follow safety standards in working with multiple services, tools, and equipment.

6. follow orders and complete work assignments with a minimum of supervision.

7. distinguish frequencies, sounds, colors and odors in the operation of equipment in order to troubleshoot for repairs.

8. read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.

9. apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

10. safely operate vehicles and/or construction equipment in all weather conditions.

11. assist other trade personnel in their work.

12. learn the use of the private radio.

13. use miscellaneous office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.).

14. learn quickly and retain knowledge in order to acquire additional skills and maintain technical competencies.

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**Minimum Qualifications:** Requires any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair to total two (2) years. Possession of a valid PA drivers license.

**To Apply** Please send resume to [akissinger@lebanonvalleymall.com](mailto:akissinger@lebanonvalleymall.com)