

Job Title: Maintenance Specialist - PART TIME

Reporting Location:

Chester

General Summary:

Maintains and repairs physical structures of buildings and equipment by performing the following duties.

• **Essential Job Functions:**

- Perform building inspections (30 locations)
- Perform general maintenance resulting from inspections
- Perform light construction duties, to include painting
- Assist contractors with electrical, plumbing, HVAC, etc., as needed
- Make Metro-E Boards
- Install / Remove Vehicle aftermarket accessories (decals, laptop stands, etc.)
- Assist with Office moves
- Assist in the Warehouse
- General Maintenance duties – to include cleaning gutters, etc.
- May perform Courier duties – MUST possess valid driver's license and clean driving record. May be required to meet DOT standards to include Medical Certification.
- Performs all other related duties as assigned by management.*

Knowledge, Skills, and Abilities:

- Knowledge of electrical and plumbing systems.
- Knowledge of general building and grounds repair and maintenance.
- Knowledge of company policies and procedures.
- Skill in operating various hand and power tools.
- Skill in operating various grounds and maintenance equipment including truck and trailer.
- Ability to communicate with co-workers and various business contacts in a professional and courteous manner.
- Ability to follow oral and written instructions.
- Ability to pay close attention to detail.
- Ability to work independently.
- Ability to effectively function as a team player.

Education and Experience:

High school diploma or equivalent. One year of maintenance experience preferred.

Physical Requirements:

- Ability to lift up to 75 pounds on a regular basis
- Close vision, Distance vision and ability to focus
- Regularly required to walk, sit, and use hands to finger, handle or feel
- Regularly required to talk or hear
- Regularly required to operate motor vehicle; must have & maintain valid driver's license

***Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation – to include driver history.*