CAREMOOR
RETIREMENT COMMUNITY

# FACILITIES MAINTENANCE TECHNICIAN

**Position Description:**

The Facilities Maintenance Technician is responsible for performing routine building maintenance tasks. This position requires carpentry, electrical, and/or plumbing skills. The technician will perform general cleaning and other tasks, as assigned. This is a full-time, salaried position, reporting to the Cooperative Christian Ministry (CCM) Director of Maintenance Services.

**Key Job Responsibilities:**

- Paint, remodel, refurbish, lay carpet in areas
- Repair, maintain/monitor all equipment
- Clean exterior windows and glass doors
- Clean gutters
- Change HVAC filters
- Remove/rearrange furniture for events
- Work schedule flexibility to respond to urgent after-hours requests
- Clear snow from entrances and walkways
- Follow all applicable safety rules and procedures
- Assist with inventory management of facility supplies
- Inspect fire extinguishers monthly
- Coordinate with vendors and contractors
- Assist with state and local agency surveys (construction review, health department, fire marshal, etc.)
- Emergency planning for extreme weather conditions
- Assist with moving resident furniture
- Perform other work-related duties

**Education and Work Experience:**

- High school education or GED
- 5-10 years of working experience in facilities maintenance
- Basic understanding of electrical, plumbing, and carpentry
- Ability to work with minimal supervision
- Strong communication, interpersonal, and customer service skills
- Organized, detail oriented, self-motivated, with ability to multi-task
- NC driver’s license with safe driving record

- Computer skills: Microsoft Word, Outlook, Excel preferred
- Experience with online Work Order System preferred

**Physical Requirements/ Environmental Conditions:**

- Ability to push/lift 75 pounds
- Ability to climb ladders
- Bending at waist, sitting, kneeling, climbing, walking, crouching
- Ability to work in extreme temperatures and in high noise levels that require hearing protection
- Working with lubricants, solvents, batteries, cleaning fluids, paints

**Experience working in a long-term care setting is highly desirable.**