

RED ASSET MANAGEMENT, INC
Job Description

Job Title: Facilities Technician
Reports To: General Manager
Status: Non-Exempt/Full-Time

A. RESPONSIBILITIES AND DUTIES

Summary

Responsible for enhancing the value of the center by supporting and effectively managing the day-to-day operations of the buildings and property.

Essential Duties and Responsibilities

Ensures the safety, security, cleanliness, integrity and appearance of the facility.

Implements preventative maintenance programs assigned to the department by the General Manager.

Schedules and coordinates work orders. Performs in-house repairs to include minor plumbing, electrical, carpentry, HVAC, painting & general maintenance on all property buildings and assets. Immediately communicates to General Manager if outside contractor service is required and implements the General Manager's direction. Performs quality control inspection on work performed and takes corrective action as required. Expedites all "urgent" and "tenant related" work orders to completion including follow-up to assure tenant's satisfaction.

Maintains the integrity of the work order/Preventative Maintenance system. This includes timely input and updating the system on assignments, status, action taken and timesheet information. Communicates status of work orders with tenants and if applicable prints out completed work orders with pictures, for file and/or distribution to the General Manager.

Ensures that inventory systems, records/files, MSDS sheets, supplies, tools and equipment are maintained. Responsible for continued education to ensure high level of workmanship and job performance in accordance with all applicable standards, policies and regulatory guidelines, i.e. OSHA standards, to promote a safe working environment.

Ensures that the appearance and cleanliness of the center meet management and tenant requirements. Immediately reports tenant issues, site cleanliness and/or vendor quality control issues to the General Manager.

Ensures vendor work is completed in a professional manner according to scope of work, contract guidelines and completes proper follow up inspections.

Assists in the preparation and dismantling of set-ups for all events, promotions and holiday decorations.

As assigned by and at the direction of the General Manager, assists in creating the scope of work, obtaining competitive bids and scheduling CAM capital projects and other property/tenant projects

Responsible for supporting and assisting with tenant improvement and construction projects on site (in accordance with AIA standards) in the delivery of services to all existing and prospective tenants as required and as directed by General Manager

Supervisory Responsibilities

Assists General Manager by providing objectives, evaluating performance and giving feedback to contracted vendors in accordance with the organization's policies.

B. QUALIFICATIONS

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; 3+ years commercial facilities experience, or equivalent combination of education and experience. Working knowledge of major systems including roof-top HVAC, roofs, mechanical/electrical/plumbing, lighting, parking lots and life safety. Familiarity with building construction practices, construction drawings, building codes and regulations. Understand good safety practices and the requirements of OSHA and other safety-related codes.

Language and Communication Skills

Effective written and oral communication skills.

Reasoning Ability

Ability to solve problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

Proven ability to work independently, be solution-oriented, perform well under the pressure of tight deadlines, adapt well to change, multi-task, and work accurately with detail.

Effective computer skills.

Financial management skills related to expense and capital budgeting, expense controls, variance explanations, purchasing and accounts payable.

Ability to prepare specifications and scopes of work for contracts, solicit and review bids, recommend selection, implement and manage the contracts.