

Title:	Maintenance
Reports To:	Properties Manager
FLSA Status:	Nonexempt: Full-Time, Hourly

Overview:
Maintenance is responsible for all aspects of maintaining mechanical and electrical functions both inside and outside of Honeywell Arts & Entertainment buildings.

<p>Essential Duties and Responsibilities (Note: Other duties may be assigned) <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Installs, maintains, and repairs machinery, equipment, physical structures, pipe, HVAC and electrical systems • Perform basic construction: framing, drywall, flooring, and painting • Visually inspects and tests machinery and equipment, using electrical and electronic test equipment • Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose a problem or repair machine • Dismantles defective machines and equipment and installs new or repaired parts, following specifications and blueprints, using precision measuring instruments and hand tools • Installs and repairs electrical apparatus, such as transformers and wiring, and electrical and electronic components of machinery and equipment • Installs and repairs HVAC components and able to diagnosis HVAC systems and building integration systems • Installs and repairs basic plumbing components • Repairs and maintains physical structure of establishment • Performs setups and teardowns • Preventative maintenance (conducted daily) • Daily check of the in-house functions <p><i>Responsibilities are subject to change and increase as the position evolves.</i></p>

<p>Knowledge, Skills and Abilities <i>The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Adaptable, energetic, creative, positive, personable, and eager to learn • Professional interpersonal communication skills • Exhibits high levels of integrity, ethical behavior, and professional maturity • Excellent organizational skills and attention to detail • Ability to perform and prioritize multiple tasks seamlessly • Actively seeks opportunities and proposes solutions
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- Strong customer service skills
- Strong computer skills; Microsoft Office proficiency
- Ability to assure proper function of electrical, plumbing, HVAC, refrigeration, and other general appliances
- Ability to install motors, appliances, and pumps
- Ability to do basic construction: framing, drywall, flooring, and painting.
- Schematic understanding
- Valid driver's license

Education and/or Experience

High School Diploma or experience in a related field

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment and outdoor environment with various conditions
- Constant walking and standing; frequent bending, stooping and reaching
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment
- Strong sensory skills, such as good eyesight, good hearing, and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines, and phones

Other Requirements

Position may require overtime including limited evening and weekend hours