



Clay Center

## Facility Technician

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**Department:** 1150

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Variable work schedule, Evenings, Weekends and Overtime is required.

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**Job Status:** Full Time

**Reports To:** Building Manager

**Amount of Travel Required:** Yes

**Positions Supervised:** None

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### POSITION SUMMARY

Perform work involving the general upkeep, appearance and security of the Clay Center including but not limited to wall patching, painting, bulb replacement, minor plumbing and electrical. In addition, this position is also responsible for general building maintenance duties as assigned by the Building Manager.

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### ESSENTIAL FUNCTIONS

#### Essential Functions Statement(s)

- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Use tools ranging such as common hand and power tools
- Assemble, install and/or repair wiring, minor electrical and electronic components, pipe systems and plumbing, machinery, and equipment.  
Security for the building at the direction of the Building Manager including monitor security cameras and aid with security when the Clay Center is open.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery under the direction of the HVAC Technician.
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- Adjust functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges.
- Paint and repair roofs, windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Basic construction
- Check for burned out light bulbs and replace as needed as well as maintain adequate light bulb inventory and order as needed.
- Clean and maintain roof drains.
- Assist with set up needs for internal and rental events
- Move office furniture and equipment when needed. Hang pictures and bulletin boards as requested.
- Issue access cards and back stage passes as well as keys for building access.
- Ability to be on-call to handle emergencies and other building issues after hours.
- Other duties as assigned.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Autonomy - Ability to work independently with minimal supervision.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

### SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED): Required

**Experience:** 1 plus years of experience in similar position

**Computer Skills:** Ability to utilize Microsoft Office products and other applicable software as it relates to the communication and operations of the Clay Center including but not limited to security access and HVAC monitoring.

**Certifications & Licenses:** Trade school certification with emphasis in carpentry, preferred.

**Other Requirements:** Ability to work in extreme temperatures i.e. snow removal and sidewalk maintenance. Ability to safely lift in excess 50 pounds. All other duties as assigned.

### PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.

**O (Occasionally)**

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)**

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)**

Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand	F
Walk	F
Sit	O
Manually Manipulate	O
Grasp	O
Reach Outward	O
Reach Above Shoulder	O
Speak	O
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

**Lift/Carry**

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	O

**Push/Pull**

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O

**Other Physical Requirements**

- Sense of Sound - ability to detect mechanical abnormalities
- Ability to wear Personal Protective Equipment (PPE) - hearing, eye, and hand protection

**WORK ENVIRONMENT**

INSIDE & OUTSIDE

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.