



## FACILITY TRADE MECHANIC

The Facility Trade Mechanic is responsible for maintaining the physical integrity of the facility equipment. This involves ensuring a clean and well-maintained environment in equipment areas. The Facility Trade Mechanic is generally assigned to electrical, HVAC or plumbing activities, but could be assigned other duties as needed. One of the main focuses of the Facility Trade Mechanic is the proper maintenance of all water feature equipment and HVAC systems on the facility.

### Essential Duties and Responsibilities

- Conduct all business in accordance with company policies and procedures as well as state and federal laws; e.g., OSHA, ADA, etc.
- Perform maintenance tasks as well as delegating tasks to assistants.
- Ensure trash removal of buildings and grounds and delegating to additional staff as needed to ensure the appearance of the grounds is maintained.
- Conduct routine test and cleaning of water features.
- Coordinates with management to ensure all facilities are properly maintained and setup for events.
- Participates in regularly scheduled safety meetings with entire staff; maintains and communicates HAZCOM standards. Keeps MSDS sheets current and readily accessible for equipment assigned to them. Maintains thorough knowledge of pertinent laws and EPA and OSHA regulations governing proper storage and management of hazardous materials, including solvents, flammables, caustics and refrigerants.
- Repairs a variety of electrical, plumbing, building, and facility structures, fixtures, and systems.
- Utilize computer programming for monitoring of equipment and setting HVAC controls.
- Monitors inventory; receives, stores, and distributes supplies and equipment; as well as notifies the Maintenance Lead of low or depleted supplies, equipment, and materials.
- Other duties as assigned by supervisor.

### Education and/or Experience

- High school diploma with trade school or college.
- General facility maintenance or electrical training is a must.
- Two years of related facility maintenance experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Computer Equipment and Software Requirements

- Experience in use of standard office equipment.

### Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.
- Prefer Certified Pool/Spa Operator issue by health department. Will be required to obtain within 90 days of employment.

### Skills and Abilities Required

- Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.

- Work requires written estimates, reports, material lists and correspondence.
- Planning responsibilities include scheduling meetings with other departments, estimating material, labor costs, and time of completion.
- Work requires analysis and judgment in accomplishing diversified duties.
- Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
- The incumbents in this position contact others inside and outside of the organization.
- May be involved in decision making or providing approval authority for purchases or projects.
- Working with various agencies, vendors, and suppliers for purchases, supplies, or products.
- The ability to work outdoors in all seasons.
- Ability to handle deadlines.
- Handle emergency situations as needed.
- Frequent change of tasks.
- Ability to work some evenings/weekends if needed.
- Performing multiple tasks simultaneously.
- Working closely with others as part of a team.

### **Work Environment**

Must be able to work both indoors and outdoors as assigned by supervisor. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

### **Physical Requirements**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and chemicals.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

### **Benefits**

This full time, non-exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 401(k), paid time off, and paid holidays.

### **To Apply**

Please email resume to [Careers@myriadgardens.org](mailto:Careers@myriadgardens.org). You will be contacted only if considered for an initial phone or in-person interview.

### **Equal Opportunity Employer (EOE)**