



FACILITY MAINTENANCE TECHNICIAN

Summary

The Facility Maintenance Technician is responsible for maintaining the physical integrity of the facility equipment. This involves ensuring a clean and well-maintained environment in equipment areas. One of the main focuses of the Facility Maintenance Technician is the proper maintenance of all water features and ventilation 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 on water features.
- Coordinates with management to ensure all facilities are properly maintained and setup for events.
- Participate 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 HVAC, electrical, plumbing, building, and facility structures, fixtures, and systems.
- Monitors inventory; receives, stores, and distributes supplies and equipment; as well as notifies the Director of Facilities of low or depleted supplies, equipment, and materials.

Education and/or Experience

- High school diploma
- Trade school or college a plus
- General facility maintenance or electrical training is preferred
- Minimum three (3) years of related facility maintenance experience, or an equivalent combination of education and experience

Computer Equipment and Software Requirements

- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.
- Certified Pool/Spa Operator issue by health department preferred. 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

The employee will work in both an office and botanical gardens environment. May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and chemicals. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside in various weather conditions.

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.
- Subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and chemicals.
- Exert 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, 403(b), paid time off, and paid holidays.

To Apply

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

Equal Opportunity Employer

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.