

Building Maintenance City & County Credit Union

Classification: Non-Exempt

Reports to: VP – Electronic Services

Review Date: June, 2021

JOB DESCRIPTION

The Building Maintenance employee is responsible for ensuring that the Credit Union facilities are in an orderly condition and that environmental and general equipment and fixtures are in proper working order.

Essential Functions:

- Maintain and service building furnaces, boilers and air conditioning systems.
- Maintain building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.
- Assign, direct and evaluate the work of all contracted building services.
- Notify management concerning need for repairs or additions to lighting, heating, and ventilating equipment.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Insure that snow is removed from sidewalks and parking lots.
- Insure that debris is removed from sidewalks, parking lots, lawns and landscaped areas.
- Insure that lawns are mowed, shrubbery is trimmed, and flowers cultivated.
- Have an understanding of the security system in order to resolve problems with alarms or other related parts of that system.
- Follow Bank Secrecy Act (BSA) policies and procedures as they relate to this position.
- Other responsibilities as assigned.

Competencies & Skills:

- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Understand Credit Union regulations, policies, and procedures.

Qualifications:

- High school diploma or general education degree (GED)
- 1 year of responsible experience in building and mechanical equipment maintenance and repair, or an acceptable equivalent combination of education and experience.
- Additional certifications a plus.
- Driver's license with good driving record.
- Good skill in the use of hand and power tools.

Supervisory Responsibility: This job has no supervisory responsibilities.

Work Environment:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually loud.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Expected Hours of Work: Longer hours, evenings and weekend work may be necessary.

Travel: This position requires up to 75% travel.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.