

## Facilities Maintenance Technician

### **Company Description**

Education2020 helps school districts provide core and elective instruction in a virtual school setting for students in grades 6–12. Our courseware is aligned to state and national standards and has helped students recover and accrue credits for graduation and prepare for state, end-of-course, and key standardized tests since 1998. With our web-based model, teacher-led video delivery, and proven instructional approach, e2020 offers some of the most engaging and individualized instruction of any virtual school solution available today. It combines best-practice pedagogy with next-generation technology that enables your school to customize content and settings while providing an opportunity for students to learn at their own pace and make meaningful academic gains.

### **Job Description**

Education2020 is looking for a dedicated, hard-working, energetic person who can fill the role of Facilities Manager to perform a wide variety of general building maintenance repairs and services. The ideal candidate is a hands-on worker and comfortable with managing sizeable projects centered on work space configuration and build out. This aspect of the role would require the identification, coordination, and supervision of third-party vendors.

### **Responsibilities**

- Perform electrical, plumbing, carpentry, locksmithing, and painting work to maintain buildings (may utilize outside vendors upon approval)
- Oversee building maintenance contract and service work; process and contract out repair requests
- Oversee all maintenance and repair of HVAC systems; perform routine HVAC system preventative maintenance work; determine HVAC system problems and make recommendations for repair; review and evaluate the quality of HVAC contract vendor work
- Move and relocate office furniture; make adjustments to desks, chairs, and files
- Oversee roof maintenance program; inspect condition of roofs; clean roof gutters and drains

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- Maintain accurate records of the condition of equipment and other systems in the building
  - Create a schedule of preventative maintenance and perform regular evaluation of the facilities
  - Participate in the development of policies and procedures that affect the use of supplies and facilities
  - Ensure that all the equipment and other facilities are working properly
  - Create monitoring systems or programs to detect problems as early as possible
  - Initiate interventions to solve problems in the facilities
  - Develop a system for cleaning, repair, and maintenance of facilities
  - Develop backup or alternative systems for common problems such as power shortage
  - Ensure the safety of the building or establishment from fire, flood, and other hazards
  - Initiate an active campaign on safety measures in the building
  - Prepare pertinent records and reports for the safety service division of the institution
  - Maintaining the efficiency and good working conditions of the facilities
  - Manage bid process for projects to be completed by outside vendors
  - Evaluate the work quality of service vendors
  - Participate in preparing the budget to ensure that the facilities maintenance will have adequate funds for required operations
  - Repair locking systems on doors, files, cabinets, and lockers
  - Ensure facilities and buildings are in compliance with company, city, state, and other federal guidelines and safety regulations

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- Participate in the preparation of the building maintenance budget; monitor budget expenditures
  - Requisition building maintenance supplies, material and equipment; monitor inventory; and load and unload supplies
  - Prepare cost estimates for maintenance activities; maintain maintenance records and files
  - Load and deliver tables and chairs to special events
  - Respond to inquiries in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner
  - Coordinate with the upper management on work issues
  - Perform related duties as required

#### **Qualifications and Work Environment:**

- High school diploma or equivalent (GED) supplemented by specialized training in the building trades or a related field
- Three years of increasing responsibility in general facilities maintenance experience
- Ability to work with machinery; work at heights; work in confined spaces; and exposure to electrical energy, noise, dust, grease, smoke, fumes; and travel to non-Arizona sites upon request
- Ability to perform moderate or light lifting and carrying; walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing ladders, crawling; operating motorized equipment and vehicles.
- Exert 50–100 pounds of force occasionally, and/or 25–50 pounds of force frequently, and/or 10–20 pounds of force regularly
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents
- Hear in the normal audio range with or without correction

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**Knowledge of:**

- Methods and principles of general building maintenance
- Principles of carpentry, plumbing, painting, and electrical work
- Principles of heating, ventilation, and cooling systems
- Principles and practices of contract administration
- Locksmithing and building locking and security systems
- Occupational hazards and standard safety practices
- Federal, state, and local laws, codes, and regulations related to areas of assignment

**Ability to:**

- Schedule preventative maintenance services
- Operate a variety of hand and power equipment in a safe and effective manner
- Read and interpret blueprints and plans
- Monitor and evaluate the work of contractors
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

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