## Facilities Maintenance Technician Job Description

Our innovative and growing company is hiring for a facilities maintenance technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

#### Responsibilities for facilities maintenance technician

- Previous facilities maintenance experience required (2 years minimum)
- Assist in the maintaining of the overall operation of company's physical property locations in Las Vegas
- Order approved office supplies for Corporate office as needed
- Order approved office supplies for outstations as needed
- Maintain supply inventory for office supplies and break room supplies
- Assist Manager as needed with start-up stations (ordering supplies/ equipment and coordinating deliveries)
- Assist with all time-sensitive mass mailings as needed
- Issue access badges
- · Maintain conference room audio visual equipment
- · Participate and coordinate safety and fire drills

#### Qualifications for facilities maintenance technician

- Minimum of four years in a similar or related role and working with service providers
- · Computer experience for input and retrieval of data required
- Willing to do work that requires exposure to noise, ground equipment, machinery, chemicals and petroleum fumes
- Moderate lifting required
- Minimum 3 years' maintenance experience with facilities and manufacturing equipment
- Skilled in problem solving and troubleshooting

# **Facilities Maintenance Job Description**

**Léo Pomar** 

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