

WRIGHT RUNSTAD & COMPANY
2601 ELLIOTT AVE

POSITION TITLE

Utility Technician

ACCOUNTABLE TO

Chief Engineer

SCOPE OF RESPONSIBILITIES

Perform light maintenance duties for office, retail, parking and public areas in such a manner as to create maximum tenant satisfaction and efficient use of resources. Assist the Building Engineers in the execution of repairs and preventive maintenance tasks as directed. Responds to building-related emergency calls from tenants, owners or security personnel. Assist in janitorial duties as needed in conjunction with the Day Porter.

BASIC DUTIES AND RESPONSIBILITIES

- Must obtain and maintain 07 electrical trainee card/journeyman card in an active status, including attending classes for Continuing Education during and off hours to comply with State requirements.
- Participate in maintenance of building HVAC systems, electrical systems, plumbing, preventive maintenance, building automations, door & lock hardware, safety, and janitorial requirements.
- Participate in team activities including adjustments of energy management, security surveillance and fire/life safety systems, fire drills, emergency drills.
- Perform various routine maintenance and repair tasks including changing lighting fixtures, ballasts, lamps, and repairing plumbing such as flush cartridges, instant hot water units, faucets, drain maintenance, and some piping repairs. Also, outdoor tasks such as leaf, snow, and ice removal.
- Operate motorized cart to relocate trash bins.
- Position requires occasional overtime to complete maintenance tasks.
- Ensure general cleanliness of all shops, storage and mechanical areas.
- Demonstrate a willingness to improve current skill level and develop expertise in new technical areas as required in particular buildings or circumstances.
- Ensure that work orders and preventive maintenance tasks are completed, logged and closed.

ENERGY & ENVIRONMENTAL STEWARDSHIP

- Adhere to energy management objectives by performing all duties in a manner consistent with sound environmental stewardship/energy management practices.
- Actively support company programs on energy management.

- Support general building services such as the recycling and composting programs and other sustainability initiatives. Encourage tenants and vendors to reduce their contribution to the non-recyclable waste stream.

SUPERVISION EXERCISED

None

KNOWLEDGE AND SKILLS REQUIRED

- Understanding in the basic building trades.
- Working knowledge of computers.
- Good interpersonal skills; ability to relate well to tenants and colleagues regardless of organizational relationships.
- Knowledgeable in the safe use of small hand and power tools.
- A willingness to respond to emergency situations. (After-hours on-call).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals, explosives, and vibration.

EDUCATION AND EXPERIENCE

Preferred background in daytime maintenance in commercial facilities, including Day Porter, Utility Technician, or Custodian.