



# Facilities Maintenance Technician

Kenner, LA

## Job Description

The Facilities Maintenance Technician role is essential in ensuring that our facilities operate smoothly and efficiently. This role requires the employee possess a strong mechanical knowledge and be able to troubleshoot, repair, and maintain various systems within the facility. This role is responsible for performing routine maintenance tasks, responding to service requests, and ensuring compliance with safety regulations. This position requires a high level of professionalism, confidentiality, attention to detail, flexibility and initiative.

## Duties and Responsibilities

- Conduct regular inspections of facilities and equipment to identify maintenance needs.
- Perform repairs on HVAC/R systems, plumbing, electrical systems, and other mechanical equipment.
- Read and interpret schematics to troubleshoot issues effectively.
- Maintain accurate records of maintenance activities and repairs performed. May require preparation of reports and/or special projects to include data collection, coordination, and final presentation.
- Develop positive and strategic relationships at all levels of the organization.
- Provide excellent customer service by responding promptly to requests.
- Assist in the installation of low voltage systems as required.
- Collaborate with outside vendors and service providers to complete larger projects efficiently.
- Handle wide range of support tasks while working independently; take initiative and implement processes to manage projects, information, and people through to completion with minimal supervision
- Process information requests and perform project management duties that may include supporting conferences, large events, and other company functions.

## Skills & Abilities

- Excellent time management, collaboration, personal effectiveness, integrity, flexibility, technical capacity, and composure in stressful situations.
- Ability to work a flexible schedule, as needed
- Proven experience as a Facilities Maintenance Technician or similar role.
- Strong mechanical knowledge with familiarity with HVAC/R systems and low voltage electrical work.
- Ability to read and understand schematics for troubleshooting purposes.
- High level proficiency of the English language, both verbal and written.
- Background in industrial mechanics is preferred but not mandatory.
- Must be detail-oriented, organized, and able to work independently or as part of a team.
- A commitment to safety standards and practices in all maintenance activities.



- Proficient knowledge of Microsoft Office products.
- Analyze information and evaluate for recommendations of process improvement.
- Effective interpersonal skills; exercising tact in dealing with both internal and external customers.
- Demonstrated ability to exercise sound judgment, initiative, and problem-solving skills.
- Research, analyze, and summarize data, and prepare accurate and logical reports.
- Balance and adjust to changes with multiple priorities.

### **Qualifications**

- 10+ years of working experience in executive assistant roles
- Prior experience supporting marketing, financial, and event coordination tasks
- Valid Driver's License with good driving record (valid driver's license and maintenance thereafter is required as a condition of employment)

### **Physical Requirements**

- While performing the duties of this job, the employee is regularly required to stand, walk, kneel, stoop and/or sit
- Light lifting (Up to 50 lbs.) as needed