

## **Part Time Maintenance Technician**

We are looking for someone who has an understanding and ability to adhere to applicable safety rules and procedures. The ideal candidate will have excellent customer services skills, and an eagerness to work in a service oriented environment subject to frequently changing priorities. We are looking for applicants 18 years of age or older. A high school diploma or GED equivalent is preferred. Experience in working in a public facility is highly sought. We at the St. Charles Convention Center ask all applicants consider their work flexibility, as we service a wide array of ever-changing clients. These clients may have events that take place over long hours of the day, evening and night shifts, weekends and holidays as well. At the St Charles Convention Center, we will always encourage a strong work/life balance. The ideal candidate will be fluent in English.

### **Essential Function:**

- Perform regular maintenance on a wide range of facility systems including but not limited to pumps, motors, filtering devices, air conditioning and heating equipment, and other mechanical devices including, preventative maintenance
- Respond to emergency requests for repair services, diagnoses problems, and either immediately make repairs or call on a supervisor for additional assistance or direction
- Operate a wide variety of equipment used in the maintenance of the facility such as saws, drills, torches, sanders, cutters, grinders, and other maintenance equipment
- Drive vans, pick-up trucks, forklifts, high-lifts, floor scrubbers, and other vehicles as required
- Perform basic plumbing, electrical, painting, masonry, welding, carpentry, and other trade related tasks
- Maintain utility systems, as required
- Ability to operate building automation system, and make any necessary adjustments
- Recommend repairs needed on equipment and facility structures
- Prepare and submit time, material, and cost reports
- Maintain storage areas and equipment in designated areas in a neat and orderly manner
- Maintain preventive maintenance log, repair log, inventory record, and replacement schedule for facility equipment and supplies
- Read and interpret blueprints, specifications, shop drawings, manufacturer's specifications, and other reference materials to determine most appropriate methods of completing tasks
- Identify job related challenges and make corrective recommendations to supervisor
- Provide excellent customer service assistance to internal and external clients
- Be on call

### **Qualifications:**

- Minimum of two years' experience in general facility maintenance, construction, or a related field
- Experience maintaining and troubleshooting HVAC equipment preferred
- High school diploma or equivalent GED with additional specialized training in a maintenance or technical related field

- Experience in public facility highly preferred
- Specialized training in HVAC or related field preferred
- Possession of or ability to obtain a valid driver's license
- Ability to work a variable work schedule (including evenings and weekends) depending upon event and business requirements

**Benefits:**

- 401(k) plan with company match
- Training and certifications provided