

Trinity Alliance of the Capital Region, Inc.

Maintenance Technician – FULL TIME

Reports to: Director of Buildings and Grounds

FUNCTION & SCOPE: Maintenance Technician to perform maintenance tasks of great variety such as painting, landscaping, plumbing and light electrical. Individual must be a professional person with a practical mind and attention to detail. The ideal candidate must be able to work autonomously and responsibly by observing all health and safety guidelines. The goal is to maintain the buildings and grounds in the best possible condition.

Responsibilities

- Assist with building inspections, repairs and general upkeep.
- Perform general maintenance activities (i.e. replace light bulbs and electrical outlets/switches, circuit breaker panel, painting, plumbing, etc.).
- Assist with maintaining heating, cooling and plumbing to ensure functionality.
- Inspect alarm systems (emergency exit lighting, fire extinguishers, and security).
- Perform manual repairs when necessary (i.e. paint, plumbing, repair/replace locks, repair windows, snake toilets/sinks, etc.).
- Occasionally janitorial work (general cleaning, sweeping, mopping, trash removal, etc.).
- Perform general upkeep procedures (i.e. snow removal, landscaping, and weed whacking/mowing) and other tasks as assigned.
- Work closely with the Director of Buildings and Grounds in communicating with tenants, vendors and contactors working at our facilities.
- Small engine maintenance (i.e. lawn mower & snow blower upkeep).
- Assist with fleet vehicle maintenance and inspections.
- Occasional mail delivery and pickup.
- Other duties as assigned.

Requirements Knowledge, Abilities and Skills:

- Proven experience as Maintenance Technician or Maintenance Assistant.
- Basic understanding of electrical, plumbing, carpentry and building systems.
- General knowledge of maintenance processes and procedures.

- Working knowledge of hand & power tools and common appliances/equipment.
- Good manual dexterity and problem-solving skills.
- Good physical condition and able to lift 50 pounds.
- Willing the share on-call duties.
- High school diploma or equivalent.
- Excellent communication, time management skills, organizational abilities.
- Valid New York State driver's license.
- past experience in the building/property maintenance field.
- Must be a team-player!

Please submit a resume and cover letter via email or fax, attention to Human Resources Office at HR@ta-cr.org or FAX to 518-689-0379