Maintenance Technician - Trinity Alliance of the Capital Region

Reports to: Director of Buildings and Grounds

Hours: Full time (35 hours/week) with benefits. Medical, dental, eye coverage, retirement savings, vacation, sick, and personal time.

Responsibilities:

- Assist with building inspections, repairs and general upkeep.
- Perform general maintenance activities (i.e. replace light bulbs and electrical outlets/switches, painting, plumbing, general carpentry, 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.).
- Occasional janitorial work (general cleaning, sweeping, mopping, trash removal, etc.).
- Perform general property upkeep (i.e. snow removal, landscaping, and weed whacking & mowing). Other tasks as assigned.
- Work closely with the Director of Buildings and Grounds in communicating with tenants, vendors and contractors 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 by Director of Buildings and Grounds, CEO, etc.

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.
- Must be able to work independently.
- High school diploma or equivalent.
- Valid New York State driver’s license (REQUIRED).
- Computer skills is a plus.
- Excellent communication, time management skills, organizational abilities.
- 3 to 5 years of 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