

Job Description

Rev 1.0 1/13/2022

Job Title: Facilities Technician

Date Prepared: 1/13/2022

Department: Facilities

Reports to: Ben Kremer

FLSA Class: Hourly Non-Exempt

Job Summary: The facilities technician will provide support for the maintenance and related needs of 6 locations and grounds.

Essential Job Duties:

- ✓ Works in direct support of the facilities director to provide the highest level of customer service.
- ✓ Perform a variety of tasks prior, during, and after funeral services to assist funeral directors.
- ✓ Ensure facilities and fleets are prepared each day
- ✓ Fleet management, such as fueling, managing oil changes, registration, washing, and waxing.
- ✓ Identify, prioritize, and carry out variety of general maintenance tasks both internally and externally.
- ✓ Use cleaning supplies and equipment to keep the interior and exterior of the buildings looking clean and professional.
- ✓ Maintain grounds, planted containers, and hanging baskets, including digging, mowing, watering, weeding, and pruning.
- ✓ Carry out various seasonal tasks such as putting up and taking down holiday and seasonal decorations, snow plowing, and snow management.
- ✓ Maintain, order, and stock facilities supplies.
- ✓ Serve individuals and families with high standards of professionalism, dignity, and respect.
- ✓ Completes all tasks within specified time parameters.
- ✓ Complete special projects as assigned.
- ✓ Performs all other duties within the scope of this job description

Minimum Job Requirements:

- ✓ High School Diploma or equivalent.
- ✓ 3 years of experience in a facilities and maintenance department
- ✓ Basic working knowledge of HVAC, plumbing, and electrical systems
- ✓ Experience working with tools, including hand and electrical tools
- ✓ Ability to read and utilize technical manuals and drawings
- ✓ Excellent communication and interpersonal skills
- ✓ General passion for creative problem-solving
- ✓ Ability to work extended hours as needed
- ✓ Valid Pennsylvania Driver's License

Preferred Requirements:

- ✓ Excellent computer skills
- ✓ Ability to prioritize and multitask.
- ✓ Strict attention to detail
- ✓ Strong organizational skills.
- ✓ Must be able to work under limited supervision.

Physical Requirements:

- ✓ Must be able to stand for long periods of time while using equipment.
- ✓ Must be able to lift at least 80 lbs. occasionally.
- ✓ Must be able to bend, stoop, push, and reach to stock and retrieve items necessary to business.