

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: FACILITY MAINTENANCE TECHNICIAN

SCOPE OF RESPONSIBILITIES:

A Facility Maintenance Technician performs a variety of routine and semi-skilled tasks involving general maintenance of MTA facilities, equipment, and grounds.

SUPERVISED BY: FACILITIES SUPERVISOR

PRINCIPAL RESPONSIBILITIES:

- Maintain all MTA facilities, equipment, and grounds, as needed
- Operates powered tools and equipment, trucks/trailers, grounds maintenance equipment, plows, skid steer, forklifts and other powered equipment as needed
- Remove snow and ice by shoveling, plowing, and/or salting sidewalks, roadways, parking areas and steps
- Use power washing equipment to clean facilities, equipment and vehicles
- Perform maintenance on grounds and roadways, including but not limited to filling potholes and crack sealing
- Perform painting work on building interiors and exteriors, fuel tanks, and pipes, and other items, as needed
- Perform basic plumbing repair and troubleshooting of toilets, floor drains, trench drains, pits, and separators, as needed
- Replace lighting and fixtures throughout buildings and in parking lots
- Troubleshoot and repair HVAC, plumbing, and electrical systems
- Perform basic building construction duties using proper methods and materials
- Check and fill all facility maintenance vehicles and equipment fluids daily, as required
- Perform facility, vehicle and equipment sanitation functions, as assigned
- Use computers and/or electronic equipment to fulfill job functions/work orders
- Maintain good working relations with co-workers and supervisors
- Perform other duties, as assigned

MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS

- High School Diploma or equivalent
- Valid Michigan Driver's License with a clean driving record
- Ability to pass a Department of Transportation (DOT) physical and drug screen
- Ability to pass criminal and reference checks
- Possess general knowledge of HVAC, Plumbing, Electrical and Construction methods as well as materials and codes
- Ability to safely operate several types of power tools and equipment, mowers, hand and power tools
- Ability to troubleshoot and repair a variety of facilities systems including construction, HVAC, compressors, electrical systems 120v – 480v 3 phase, low voltage systems, fire alarms and sprinkler systems, plumbing systems, compressed air systems, and commercial door systems

- Ability to understand the applications and use of cleaning materials and supplies
- Ability to understand the applications and use of lawn materials, supplies and equipment
- Ability to attend work regularly and work under stressful conditions
- Ability to communicate effectively, both verbally and in writing

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain continuous professional attitude, well-groomed appearance and conduct work with positive attitude at all times
- Be aware and operate within OSHA standards and company safety policies at all times.
- Communicate effectively, both verbally and in writing
- Meet standards required by Mass Transportation Authority, including no addiction to alcohol or drugs
- Maintain an excellent driving record
- Wear and maintain authorized MTA uniform
- Be punctual and report for duty in the prescribed manner
- Comply with all MTA rules and regulations and contractual requirements

PHYSICAL REQUIREMENTS

- Ability to lift and/or move up to 50 pounds
- Ability to perform manual labor indoors and outdoors, in temperature extremes for extended periods of time; tolerate dust, pollen, wind, and rain; tolerate fumes and odors
- Ability to climb ladders and steps regularly; May work at elevations greater than 10 feet
- Daily use of hands and fingers to handle or feel objects, tools or controls; Ability to reach with arms and hands
- Ability to walk, climb, balance, stoop, kneel and crouch
- Ability to tolerate some vibration and moderate exposure to mechanical parts
- Ability to safely fit behind the steering wheel of the standard vehicle operated by MTA

WORK ENVIRONMENT:

- Work is performed in multiple facilities and locations, as well as indoors and outdoors

WAGE RATE

\$18.10 per hour

APPLICATION SUBMITTAL:

Applications will be accepted until the positions are full. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** at any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.