

JOB DESCRIPTION

JOB TITLE: Facility Technician
DEPARTMENT: Property Management
REPORTS TO: Facility Operations Coordinator
FLSA STATUS : Non-exempt

The Facility Technician adheres to NAI Nashville Stanton Group goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of our team, performance includes demonstration of the following accountabilities: communication, teamwork and job knowledge.

POSITION SUMMARY

Under general direction, the Facility Technician performs routine building maintenance to include the primary fields of electrical, heating and air conditioning (HVAC), carpentry, plumbing and other tasks as assigned and required to maintain the assigned portfolio of properties. The Facility Technician is one of the primary customer service contacts for the company and supports the company through teamwork with all departments.

PRIMARY DUTIES AND RESPONSIBILITIES include the following:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repairs, making notes and recommendations as needed.
2. Performs minor electrical maintenance to include but not limited to replacement or repair of fixtures (i.e. wall switches and outlets, incandescent and fluorescent bulbs, ballasts, LED, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
3. Performs minor plumbing maintenance (i.e. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on small appliances, etc.)
4. Performs minor painting, carpentry and masonry work (i.e. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
5. Troubleshoots heating and cooling (HVAC) systems and makes minor repairs. Assists HVAC vendors with preventative maintenance procedures and filter changing.
6. Assists the janitorial subcontractor as needed (i.e. clean offices, hallways, lobbies, lounges, restrooms, elevators, stairwells, parking lots, etc.)

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7. Orders building equipment, supplies, materials and parts to assure their availability for assigned projects, scheduled maintenance, and emergency responses.
8. In conjunction with the Property Management team, the Facility Technician oversees all subcontractors to determine that work is correctly performed and completed in a timely manner, and that the correct materials are utilized. Ensures the proper condition of facilities, safe operation of equipment, quality and safety of work.
9. Documents work orders using online property management program (Appfolio).
10. Will be required to respond to 24-hour emergency calls for assigned portfolio to perform emergency building or equipment repairs during off-duty hours. Additionally, on a rotating schedule with entire Facility Technician team, will be responsible for answering and routing the 24-hour emergency phone line for ALL properties under NAI Nashville Stanton Group management.
11. Maintains confidentiality of company and client information.
12. Performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE

1. High school diploma or GED is required, some college is preferred.
2. Minimum of three (3) years working experience in general building maintenance, commercial is preferred but not required.
3. Intermediate skills in electrical, plumbing and carpentry are required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to speak, read, write and understand English fluently.
2. Strong communication and interpersonal skills.
3. Must be customer service oriented.
4. Ability to evaluate objectively, fairly and consistently.
5. Ability to use common tools.
6. Ability to understand and follow directions as given.
7. Use standard technological devices to complete work as needed (i.e. smart phone, tablet, internet, email, etc.)

PHYSICAL REQUIREMENTS

1. Color vision.
2. Hearing.
3. Ability to lift minimum 50 pounds (i.e. trash, supplies, equipment).
4. Ability to climb ladder.
5. Bending at waist, sitting, kneeling, standing for long periods of time, climbing, walking, etc., as job may require.



ENVIRONMENTAL CONDITIONS

1. Extreme heat or cold.
2. Heightened noise levels.
3. Lifting 50 pounds or more.
4. Heights.
5. Fluids, cleaning solvents, batteries, etc.
6. Paints and solvents.
7. Bio-medical waste (if applicable)

The above job description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

****IF YOU MEET THESE REQUIREMENTS, PLEASE CONTACT STACY KLOBNAK, DIRECTOR OF PROPERTY MANAGEMENT, AT SKLOBNAK@STANTONGROUPINC.COM OR 615.928.1937.**

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