

Exciting opportunity to join the fast growing, largest office developer/landlord per square foot in the greater Nashville area!

The Highwoods team is currently seeking a **Maintenance Technician** to perform a variety of general maintenance repairs relating to a Class A downtown high-rise.

**Responsibilities:**

* Perform a variety of general repairs, installations and maintenance on building equipment, including changing ballasts, light bulbs and/or tubes, light switches, receptacles, door locks and general repairs on plumbing fixtures, refrigeration equipment, alarm and fire protection systems, piping and tubing, etc.
* Perform general carpentry, floor repairs, and general repairs to buildings
* Inspect equipment for proper lubrication and perform other preventative maintenance duties as needed
* Refer complex situations to supervisor or higher-classified mechanics
* Perform routine building inspections according to company policy
* Install and repair new and existing plumbing fixtures drain lines and accessories
* Supervise periodic testing, servicing, and recording results of cross connection devices
* Perform preventive maintenance, installation and repair of water pipes, controls, and associated equipment
* Perform installation and repair of various types of electrical fixtures including lamp and ballast replacement
* Install and repair of electrical devices (switches, receptacles, breakers, transformers, etc.)
* Perform minor repair of heating, ventilation, and air condition equipment including some filter changing
* Monitor water chemical treatment programs for cooling towers and fountains
* Monitor customer space temperatures and adjust thermostats when needed
* Assist the HVAC technician with any building related mechanical or maintenance issues when required
* Investigate and monitor repeat customer-related calls and report them to the Building Systems Administrator
* Perform minor leak repairs to roof, window, and fountains
* Assist contractors with life safety alarm systems and water-based or dry fire protection systems shut downs and testing
* Perform installation and repair of ceiling tiles, wall coverings, vinyl tile, carpet, cover base, window blinds, signage, etc.
* Be responsible for accurate and timely record keeping and reporting
* Assist in snow and ice removal using hand tools, ice melt, and sand

**Requirements**

A fundamental knowledge of life safety systems to include fire alarm, sprinkler, fire pumps, and emergency generators.  Be available for emergency calls at night, weekends and holidays on a rotating schedule.  Be able to bend, stoop, crawl and climb ladders.  Maintain a current  Driver’s License.  Certified in one of the following or completion of certification process within six months of initial employment:  Refrigerant Transition and Recovery Certification, successful completion of Asbestos Operations and Maintenance or Certified Pool/Spa Operator.

**Experience/Education**

Two to six years of general maintenance experience in the industrial or commercial field.   A high school diploma or GED required; minimum of two years of education from one of the following preferred:  state, county or local governmental agency, approved/sanctioned Technical Institution and/or College or University in one or more of the following fields: Electrical, Construction, Roofing, Building Life Safety Systems, Plumbing, Carpentry, Mechanical or equivalent on the job training.

**Work Environment**

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme outdoor conditions (cold / hot weather, wind, precipitation). The noise level in the work environment and job sites can be loud. Must be comfortable working on the roofs of office buildings and climbing ladders.

**Physical Demands**

The physical demands described here are representative of those required by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear; this position is active and requires the employee to stand, walk, balance, bend, kneel, stoop, crouch, crawl, and climb. The employee must use hands to handle or feel; grasp and reach with hands and arms - must be able to work frequently with arms extended above head. The employee must occasionally lift, push or pull up to 50-pound items. Specific visual acuity required by this job include close, distance, color, and peripheral vision; and depth perception. Ability to read, understand, and to communicate information and ideas clearly in writing and orally required

Equal Opportunity and Affirmative Action Employer, including Minorities/Women/Veterans/Disabilities

**Highwoods Properties, headquartered in Raleigh, North Carolina, is a fully-integrated office real estate investment trust (“REIT”) that owns, develops, acquires, leases and manages properties primarily in the best business districts (BBDs) of Atlanta, Charlotte, Nashville, Orlando, Pittsburgh, Raleigh, Richmond and Tampa.  
  
People are our greatest assets. They’re creative, passionate about what they do and committed to making an impact. We take care of our greatest assets with a comprehensive benefits package and a range of opportunities for professional development.  
   
Highwoods is looking for highly motivated individuals who are creative, demonstrate a strong work ethic and have a tireless commitment to outstanding customer service. If you believe your personal drive and determination are aligned to what Highwoods investors, customers and co-workers have come to expect, then apply today on our website at** [**www.highwoods.com/careers**](http://www.highwoods.com/careers)**.**