

## **JOB DESCRIPTION MAINTENANCE TECHNICIAN**

### **Kind of Work**

The Maintenance Technician will be an integral part of the Maintenance Team and will assist the Maintenance Coordinator in ensuring the maintenance of all buildings, equipment and services at Queen's Hall. He/She will report to the Maintenance Coordinator.

### **Distinguishing Features of Work**

- Assists the Maintenance Coordinator in the maintenance of all systems at Queen's Hall, including the mechanical, electrical, plumbing, A/C and associated equipment.
- Accurately maintains a log of faults/repairs and submits to the Maintenance Coordinator.
- Provides emergency repairs of equipment as necessary.
- Provides scheduled maintenance repairs of equipment as necessary.
- Assists in the maintenance and operation of a diesel-powered plant
- Assists in the maintenance of motors, switch gear, starters etc.
- Assists in the repair and maintains such facilities as electric pumps, stand-by generator, etc.
- Ensures that all electrical lighting outlets are functional, both domestic and production
- Participates in the annual system-wide technical check, service and repair programme.
- Any other duties as may be required by his/her Supervisor.

### **Examples of Work**

- Work closely with the Store Keeper to recommend minimum consumable stocks and ensure that adequate stocks are available

### **Required Knowledge, Skills and Abilities**

- Ability to function well in a high-pressure situation
- Ability to work as a team member
- Knowledge of drills, and various hand and power tools.
- Ability to identify and solve problems in a timely manner.
- General knowledge of electricity and wiring diagrams.
- Excellent knowledge of chillers and refrigeration.
- Ability to climb stairs and lift 40-50 lbs. unaided.

**Minimum Experience and Training**

- Possession of a Diploma/Certificate in HVAC
- Four to five years experience in general maintenance and repair of HVAC or related building systems
- Any equivalent combination of experience and training