



Job Title: Facilities and Operations Maintenance Specialist

Job Summary

Successful candidate should have experience working in an occupied, class A corporate headquarters environment. Excellent customer service skills are required in addition to good collaborative, oral and written abilities.

Duties will fall into a variety of categories including assisting Facilities Department management and staff; communicating, scheduling and executing work; scheduling and facilitating vendor and official access for preventive maintenance and Life Safety inspections; identifying and documenting continuous improvement needs, and managing special projects.

Principal Responsibilities/Duties

- Manage, conduct and record preventive maintenance tasking; establish and maintain relationships to ensure that facilities are properly maintained and meet set standards.
- Perform daily inspection rounds including mechanical, electrical and communications rooms. Maintain periodic status logs for equipment.
- Learn, utilize and maintain building work order system in order to track and complete work orders, projects and preventive maintenance tasking.
- Monitor and assist in start-up, shut down and maintenance of chillers, cooling towers, boilers, fuel supply components, emergency generators, food service equipment and appliances.
- Inspect temperature control devices and mechanisms in offices and work areas and classrooms. Respond to comfort calls requesting adjustment to heating, cooling, and ventilation.
- Monitor and adjust as required the computerized Energy Management System (EMS) to ensure proper environmental control for all areas.
- Facilitate and/or perform maintenance tasking for various motors, pumps, belts, filters and related equipment. Facilitate and/or conduct repairs and adjustments to various pieces of equipment, and assist in identifying and maintaining appropriate supply inventory.
- Must be able to assess and troubleshoot issues in a calm and quiet manner.
- Participate in rotating weekly, weekend and Holiday on-call schedule to maintain facility coverage.
- Ensure the highest possible level of customer satisfaction with all assigned duties.

Preferred Knowledge, Skills, and Abilities

Must be skilled in the use of diagnostic meters and small hand tools commonly used in facilities maintenance; must have experience with record keeping techniques and regulations; must have knowledge of OSHA workplace health and safety standards and procedures.

Computer use is required, including MS Office Suite (Outlook, Excel and Word) to maintain logs, inventories and purchasing records, email communication and meeting requests, monitor and manage work orders in the computerized maintenance management system; access and set automated control systems.

Must be able to manage multiple tasking assignments and work independently. Must understand and follow oral and written directions, and be able to read blue prints, shop drawings and sketches. Must be able to establish and maintain cooperative working relationships, and be able to carry out assignments with cheerful demeanor.

Rieck Services is an EEO Employer. Rieck Services is a Drug Free Work Place, therefore all employment is subject to prior drug screening and random screening thereafter