

Facilities Technician

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

The Facilities Technician a liaison between the Facilities Department and Guilford employees. The Facilities Technician is responsible for the general cleanliness of facilities and grounds. He/She may also assist the Facilities Department by performing general repair work orders.

ESSENTIAL FUNCTIONS:

1. Responsible for daily cleanliness of facilities; performs routine cleaning and maintenance of all buildings.
2. Makes periodic inspections of facilities and notifies maintenance supervisor if any repair work is necessary.
3. Responsible for set-up of daily company meetings throughout all conference rooms, including setting up tables, chairs and audio visual aides.
4. Maintain inventory, order and supply various supplies for break and lunch rooms.
5. Escort contractors throughout facilities as required.
6. Remove and dispose of trash throughout the buildings, including labs and restrooms.
7. Monitor grounds for trash, and dispose of as necessary.
8. Deliver paper supplies to all departments as necessary.
9. Maintains inventory and order all cleaning supplies.
10. Keep sidewalks clear of snow and debris, and apply salt as needed during inclement weather.
11. Assist Facilities Management with completing work orders as time allows.
12. Cross train in other areas as requested to maintain flexibility, and perform other duties as assigned by the Manager of Facilities Management or his designate.

ADDITIONAL RESPONSIBILITIES

Housekeeping, Maintenance and Repairs: Ensure that all facilities are clean and service materials are properly stocked.

Conference Room Coordination: Reserve and set up conference rooms as booked by GPI employees. Assist in setting up tables, chair, and visual aids as requested.

Environmental: Aid in safety programs. Be aware of all safety requirements and procedures associated with handling and disposal of hazardous materials, etc.

1. Contacts
 - A. Inside the Company - All employees, all departments
 - B. Outside the Company - Vendors and Contractors.
2. Supervision - Requires minimal supervision on routine duties. Requires instructions on more complex tasks and direct supervision on projects that are more complex.

QUALIFICATIONS

1. Education required - High School diploma, or equivalent.
2. Experience required - At least (3) years experience in general facilities housekeeping, with floor stripping, waxing and maintenance essential.
3. Other requirements - Must pass drug test and criminal history investigation. Must be able to lift up to 100 lbs. Must be able to work in environment containing laboratory animals. Must be available for 24-hour emergency response as needed.