

## Copper Valley Wireless

Position Title: Facility Maintenance Technician	Department: Facilities/Purchasing
Reports To: Purchasing and Facilities Manager	FLSA Status: Non-Exempt

### **General Summary:**

This position will be instrumental in the planning and upkeep of Copper Valley Telecom facilities throughout the large geographical area served. Incumbent will become very familiar with all company buildings, structures, power systems, vehicles, and other infrastructure.

### **Essential Job Functions:**

- Maintains buildings by inspecting and repairing plumbing, electrical, HVAC, building fixtures, and woodwork as needed.
- Maintains grounds through mowing, weed control, and disposing of trash. Clears snow and removes ice to ensure safety of employees and customers.
- Maintains and repairs company vehicles and a variety of company tools and equipment.
- Assists company managers, departments and affiliates with special tasks, projects and events as requested.
- Confers with manufacturers and distributors to troubleshoot and repair tools, equipment, finishes, materials, and devices as needed.
- Plans and manages low to mid-value projects and contracts.
- Assists with budget preparation and tracking.
- Recommends upgrades to existing facilities and is instrumental in planning any new facilities.
- Supervises and assists contractors performing work on company facilities and equipment.
- Performs all other related duties as assigned by management. \*

\*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

### **Knowledge, Skills, and Abilities:**

- Knowledge of company policies and procedures.
- Skill in understanding and troubleshooting electric circuits.
- Skill in operating and maintaining a variety of hand and power tools, vehicles, and light to heavy equipment.
- Skill in troubleshooting, maintaining and/or repairing facilities infrastructure including HVAC, plumbing, and electrical fixtures.
- Skill in operating Microsoft applications including Word, Excel, Outlook, and Explorer and ability to learn other software applications.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to learn new trades and processes.
- Ability to work closely with all company departments.
- Ability to organize and prioritize changing work priorities.
- Ability to work independently and meet deadlines.
- Ability to follow safety procedures.
- Ability to adapt to varied and changing work conditions including weather, temperature, and other environmental factors.
- Ability to travel long distances to work sites in vehicles and light aircraft.
- Ability to lift heavy objects and work in uncomfortable positions for reasonable amounts of time.
- Ability to pay close attention to detail.
- Ability to obtain and maintain a valid driver's license.

**Education and Experience:**

High School diploma or equivalent plus three years of experience in facilities maintenance. Journeyman level experience in at least one maintenance field including HVAC maintenance, construction, vehicle maintenance, painting, etc. also required. Basic experience in developing or working with budgets.

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking: Must be able to maintain company grounds and move about work sites.			X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing: Must be able to lift and transport materials weighing up to 50 lbs.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally, but usually not at the same time.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.