



Building Maintenance Technician
Facilities Division, Department of Public Works

Posting Date
February 9, 2018

Starting at \$30,056 - \$37,571/year
Salary negotiable (within range) – based on qualifications

Closing Date
Open Until Filled

Excellent medical, dental, and vision plans start day of hire
Retirement plan includes 401a and Health Savings plans with employer contribution

*“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best”*

DUTIES

- Repair or replace plumbing fixtures, light fixtures/bulbs, electrical switches, motors and wiring.
- Perform minor carpentry and general handyman services.
- Change filters and perform routine/preventative maintenance on heating and cooling units and other building equipment.
- Perform set-up for City meetings, special events, and other public meetings.
- Establish and maintain effective working relationships with fellow employees, contractors and the public and maintains a professional demeanor.
- Assist Building Maintenance Specialists in more technical phases of work.
- Perform related duties as assigned.

REQUIREMENTS

- High school graduate or GED equivalent.
- One to two years basic building/facility maintenance experience.
- Skilled in use of ladders, power tools, mechanical equipment, diagnostic equipment, and hand tools.
- Proficient computer skills for obtaining work assignments and troubleshooting of building automation systems.
- Demonstrated ability to follow written and oral instructions.
- Strong commitment to all health and safety guidelines.
- Must be able to regularly lift and/or move up to 50 pounds, and occasionally lift and/or move 75 pounds.
- Work both indoors and outdoors and at times in adverse weather extremes.
- Frequent standing, walking, climbing, stooping, kneeling, crouching, and crawling.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards).
- Applicants must meet LEIN (Law Enforcement Information Network) security standards in order to have access to the Police Department.
- As a condition of employment, the successful candidate must pass a pre-employment physical.

PREFERENCES

- Working knowledge of plumbing, electricity, carpentry, and HVACR (Heating, Ventilation, Air Conditioning and Refrigeration).
- Knowledge of methods, materials and tools used in building maintenance.
- Certification(s) from college, technical school or related courses (EPA Refrigerant, General Facility/Maintenance).
- Experience with CityWorks or other facility management software.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing “see resume” is not sufficient*).