

Position:	<b>General Maintenance Technician</b>
Department/Section:	LR Associates, LLC
Reports to:	Project Manager
Location:	Charlottesville, VA
Status:	Non-Exempt, Fulltime, Mon- Fri

**General Description of Responsibilities:**

- Under the direction of the Project Manager, incumbent will provide preventive maintenance for the customer building including performing minor repairs, tightening loose fittings/nuts/bolts/screws, tightening loose electrical connections, and the reinstallation of handles and knobs. Monitor all lubricants, refrigerants, filters, belts, fittings, indicator light bulbs, and fasteners. Report, in writing, all deficiencies beyond the scope of preventive maintenance to the Project Manager when needed.
- Maintain a fully functioning and professional office and quality of life environment inside the building and provide support for the normal operational expansion of IT network systems within the building as personnel and activities change. Also provides for contingency support operations to manage utility interruptions, facilitate quick recovery and repairs, prevent further escalation, or stabilize conditions until permanent repairs can be planned and coordinated.
- Paint offices annually. Paint hallway, stairway, and public spaces. Patched areas shall receive a second coat to insure coverage. Paint metal doors and frames, both sides. Doors and frames shall be cleaned and prepared to provide a smooth even finish.
- Remove or install wall hangings (pictures, plaques, white boards, etc.) within offices or work. Patch all damaged partitions, prime, and paint to match.
- Provide inspection and maintenance services for rolling library files in rooms. Maintenance shall include bi-annual inspection, grease and lubricants, minor hardware, adjustments, and calibrations required for shelving to operate to the manufacturer's specifications.
- Maintain Preventive Maintenance (PM) Records. Maintain a Warranty Program to manage care for all equipment, parts, components, where the manufacturer provides a warranty and for which warranty actions exercised. Input and maintain all existing and new warranty information within the work management system for each item of equipment installed.
- Maintain, install, remove and repair as applicable, dining facility and food service related equipment in the building. Responsibility includes inspecting, coordination with user, installing and repairing food service equipment, establishing and conducting user training, and all related services necessary to efficiently maintain and repair the equipment. Maintain and repair cooking equipment in a timely manner. Recommend in writing equipment to be replaced
- Calibrate all thermostatically controlled kitchen equipment, in accordance with manufacturer's instructions, on a Service Order basis. All calibrated equipment shall be within calibration dates. Results are to be recorded and reported.

**Other Responsibilities:**

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- Able to do a variety of tasks in any single day. Plan, organize work, and meet all deadlines. Material coordination and coordinate with other trades personnel in the identification of proper and correct materials, parts assemblies, and requirements for a variety of requisitions.
- Respond to emergency site maintenance as required. Able to inspect and diagnose problems to determine corrective repairs. Perform on call and preventive maintenance duties as necessary. Assist in any trade when necessary to accomplish maintenance activities.

**Job Requirements:**

- Must have an Active Top Secret Security Clearance/SCI.
- Background in commercial/ industrial Building and Facility Maintenance preferred.
- Two to five years' experience in building service and maintenance.
- High school graduate or equivalent.
- General knowledge of hand and power tools.
- Verbal and written communication skills.

**Work Environment:**

- Work is performed indoors and outdoors. Outdoor work is subject to temperature changes and inclement weather conditions. Ability to work overtime, weekends, and holidays if required.
- Tasks may be performed on uneven, inclined, hard and soft-carpeted floors, cement structures and surfaces.

**Physical Demands:**

While performing duties of this job, the employee is occasionally required to stand and/or walk for long periods at a time, sit, use of hands and fingers, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, climb ladders, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move 75 to 100 pounds. Specific vision abilities required by the job include close vision.

**Apply:** To apply for the position please email your Resume or Employment Application to [Employment@lrassociatesllc.com](mailto:Employment@lrassociatesllc.com).