



Job Description: Building and Grounds Facility Maintenance

The MTC Building and Grounds Maintenance is responsible for a wide-range of maintenance and preventative maintenance duties for the numerous MTC owned and leased facilities. The position reports directly to the Field Operations Manager.

Responsibilities and duties include but are not limited to:

- Routine inspection of the MTC facilities to ensure general safety, security, cleanliness, appearance, and operational status.
- Proactively advocates for building maintenance needs as necessary.
- Ensure a comfortable, safe, and professional working environment for staff and public alike.
- General building maintenance includes trash removal, window washing, pressure washing, minor repairs, snow / ice removal, assisting staff with office relocations, light bulb replacements and minor painting. Responsive to the building maintenance needs as requested of the Supervisory Staff and Management working in the respective buildings.
- General building and grounds maintenance for MTC's remote office and ancillary buildings including general maintenance, trash removal, window washing, painting, snow / ice removal, weed eating, and security checks.
- Schedule, coordinate, and oversee the work of contracted maintenance workers.
- Conduct routine inspections, including documentation, to ensure operational status of generators, heat, air conditioning systems, fire suppression systems, building alarms, etc.
- Coordinate set-up and specific needs for use of the MTC conference room facility for internal and external use.
- Prepares facilities for changing weather conditions. Ensure that all facilities have proper snow and ice removal plans. Assists with snow / ice removal as necessary.
- Maintains checklist and advocate for building maintenance needs.
- Coordinate with insurance / governmental inspectors. Provides support for cleaning staff.
- Order and maintain cleaning supplies and other supplies, as necessary.
- Performs support and backup for warehouseman needs.
- Property management, tracking and reporting.
- Budgeting and planning for future building grounds needs.
- All other duties as required.

Requirements Include:

- Physically able to perform the above-mentioned duties.
- Safely carry and set-up a 24ft -80lb ladder.
- Familiar with proper use and storage of cleaning supplies (maintains MSDS paperwork)
- Practices environmentally friendly work habits.
- Snow plowing experience preferred.
- Takes initiative and works independently.
- Positive / self-motivating working attitude.
- Valid driver's license which meets the MTC insurance requirements.
- Comply with the Drug Free Workforce Act.
- Flexible work schedule.
- Weekend work schedule and overtime may be required.
- Comply with Smoke Free Policy.