

## **Maintenance/Security Technician**

**Department:** Facilities/Security

**Location:** Buchanan, MI

**Status:** Full-Time

**Reports To:** Facilities/Security Director

**Job Classification:** Non-Exempt/Hourly

### **Job Summary:**

Our company is seeking a full-time Maintenance/Security Technician in Buchanan, MI. This position may perform a multitude of duties as specified by the company's Standard Operating Procedures (SOP). The purpose of this position is to help maintain and secure the facilities, grounds and properties in a condition of optimal operating excellence, so that full use of the facility may always be attainable. The Maintenance/Security Technician must become very knowledgeable of SOPs and act quickly and efficiently in accordance to such directives.

### **Essential Job Duties/Responsibilities:**

- Greet, sign-in visitors, contractors, vendors and into the building, consistent with company standard operating procedures.
- Oversee and evaluate the work conducted by contractors and vendors.
- Respond to emergency situations according to established procedures.
- Prepare a daily security report (hourly log) and report security concerns or activity.
- Patrol entire building and inspect and monitor critical facility equipment. Report suspicious persons or activity to management/local law enforcement agencies.
- Make sure all visitors follow proper standard operating procedures before entering and exiting key building areas.
- Manage a visitor and delivery log.

### **Secondary Job Duties/Responsibilities:**

- Respond to social media inquiries about the company.
- Give directions and respond to questions as needed.
- Assist with packages and deliveries as needed.
- Ensures assigned equipment is in proper working order and available for use.
- Fix and maintain mechanical equipment, buildings, and machines. Tasks include, logging the performance and adjustments/trouble shooting of critical equipment.
- Assist in maintaining computer control systems (HVAC, Security, etc.).
- Performs other related duties as assigned.

### **Education and Experience:**

- High school or equivalent (Required)
- Customer Service: 1 year (Preferred)
- Security/Maintenance: 2 year (Preferred)

### **Physical Requirements:**

- Prolonged periods standing and walking throughout facilities.
- Must be able to lift up to 25 pounds at times.

- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
- Must be able to perform work in a variety of weather conditions.