

POSITION DESCRIPTIONS

Building Maintenance Technician

- Reports to:** Supervisor of Operations and Building Maintenance
- Basic Function:** Building Maintenance Technicians are responsible for accomplishing day to day routine interior and exterior maintenance of the terminal building and other structures owned by the Airport Authority. This position involves various shifts and days off.
- Physical Requirements:** This position requires the employee to maintain high levels of mobility, climb ladders, and lift heavy objects. Work duties require exposure to and use of chemical compounds for cleaning, lubrication, and other tasks which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.
- Duties and Responsibilities:** Under the supervision of the Operations and Building Maintenance Supervisor, the Building Maintenance Technicians perform the following tasks:
- Routine Terminal Building maintenance.
 - Snow removal around the terminal and other Airport Authority owned structures.
 - Routine equipment maintenance, such as changing filters, lubrications and inspection, collection of samples and conducting tests
 - Routine data handling, including maintenance of meter readings, updating charts, and recording information.
 - Routine maintenance and repair of plumbing and electrical systems.
 - Operate and maintain heating, ventilating, and air conditioning systems.
 - Remove, install, recondition and repair equipment, such as:
 - Pumps, valves, controls, pipes and plumbing
 - Motors, blowers, and electrical systems
 - Hydraulic and pneumatic doors and controls
 - Service, test and adjust equipment, meters and instruments.
 - Maintain order, cleanliness and safe working conditions in the Shop and Boiler Room
 - Perform related duties as assigned
- Skill Qualifications:** Building Maintenance Technician employees should possess the following skills and abilities:
- High school diploma or equivalent (required).
 - Valid IL driver's license (required).
 - Ability to pass a background check, and pre-employment physical exam, and drug screen
 - Two years of building or facility maintenance experience (preferred).
 - Knowledge of methods, materials, and equipment used in building/facility maintenance.
 - Skilled in proper operation and maintenance of building/facility maintenance vehicles, tools, equipment, and machinery.
 - General knowledge of mechanical and building trades skills and capabilities
 - Mechanical aptitude and ability to learn maintenance systems.
 - Ability to follow standardized procedures.
 - Ability to understand and follow oral and written instructions.
 - Ability to interpret shop drawings, plans and specifications.