

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Facilities Technician II

GRADE: 7

REPORTS TO: Facility Operations/Technical Services Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Facility Operations Technician II maintains the physical integrity of the House Office Building to ensure mechanical and electrical systems are operational and efficient. The technician performs general daily maintenance.

**PRINCIPAL ACCOUNTABILITIES:** The Facilities Technician II assists with the building electrical and mechanical projects, including completing maintenance and plumbing repairs. The technician assists with the HVAC system, specifically maintaining and cleaning the cooling tower, chemical testing of the chilled water system, and replacing filters.

Utilize fork lift to load and unload delivery trucks, move dumpsters, and stack pallets.

Check controls and operating programs on Tracer Summit Building Management System.

Provides coverage for contract work and Session beyond standard work hours.

Prepares the building for daily operation and events, including snow removal.

Assists with installation of modular furniture.

Conducts regularly scheduled inventories of offices to ensure equipment and furniture are accounted for.

This individual is responsible for other duties as assigned.

**JOB QUALIFICATIONS:** Must maintain a valid State of Michigan Chauffeur's license or Commercial Driver's License and certification by MIOSHA to operate a fork truck. Must be proficient with general plumbing, electrical, HVAC, and small engine repair maintenance procedures. Must have 10 years of experience working in general trades and or building maintenance.