



Job Title: Facilities and Operations Maintenance Specialist

Job Summary

Successful candidate should possess excellent customer service skills and have experience working in an occupied, class A office environment.

Principal Responsibilities/Duties

- Duties will include assisting Facilities Department management and staff.
- Scheduling and facilitating vendor and official access for preventive maintenance and Life Safety inspections.
- Identifying and documenting continuous improvement needs and managing special projects.
- Manage, conduct and record preventive maintenance tasking.
- Establish and maintain vendor and contracted service relationships to ensure that facilities standards are properly met.
- Perform daily inspection rounds. Maintain periodic status logs for equipment.
- Learn and utilize building work order system in order to track and complete work orders, projects and preventive maintenance tasking. Update as needed.
- Monitor and assist with start-up, shut down and maintenance of chillers, cooling towers, boilers, fuel supply components, emergency generators, food service equipment and appliances.
- Respond to comfort calls and adjust heating, cooling, and ventilation as feasible.
- Monitor and adjust as required the computerized Energy Management System (EMS) to ensure proper environmental control for all areas.
- Facilitate and/or perform maintenance tasking for various motors, pumps, belts, filters and related equipment. Facilitate and/or conduct repairs and adjustments to various pieces of equipment and assist in identifying and maintaining appropriate supply inventory.
- Must be able to assess and troubleshoot issues.
- Participate in rotating weekly, weekend and Holiday on-call schedule to maintain facility coverage.
- Maintain the highest possible level of customer service satisfaction in all assigned duties.

Preferred Knowledge, Skills, and Abilities

- Must be skilled in the use of diagnostic meters and small hand tools commonly used in facilities maintenance.
- Should have experience with record keeping techniques and have knowledge of OSHA workplace health and safety standards and procedures.
- Computer use is required, including MS Office Suite (Outlook, Excel and Word) for email communication and meeting requests, maintaining logs and inventories, and purchasing records,
- Must have HVAC DDC controls knowledge.
- Should be able to manage multiple tasking assignments and work independently.
- Must be able to understand and follow oral and written directions, and should be able to read blue prints, shop drawings and sketches.
- Excellent collaborative, oral and written abilities a plus.

Rieck Services is an EEO Employer. Rieck Services is a Drug Free Work Place, therefore all employment is subject to prior drug screening and random screening thereafter