



Maintenance Technician

Position Title: Maintenance Technician
Department: Facilities
Reports to: Facilities Manager
FLSA Status: Non-Exempt

Overview:

This position is responsible for maintaining the basic operation and maintenance of all building equipment and systems by assisting with routine maintenance tasks, minor repairs, and general upkeep of equipment, systems, or facilities under the supervision of senior technicians and/or the Facilities Manager. This role will work collaboratively and cross-functionally with the property management team to ensure RTF is operating at the highest standard. The ideal candidate will demonstrate punctuality and dependability, work effectively both independently and as part of a team, communicate clearly and respectfully with tenants, vendors, and internal staff, and follow instructions with attention to detail—asking questions when clarification is needed.

Duties and Responsibilities:

Labor & Technical Responsibilities

Under direct supervision, the Maintenance Technician is responsible for the following hands-on and technical duties:

- Perform general repairs, maintenance, and replacement of building components, including but not limited to fixtures, flooring, doors, windows, appliances, plumbing, and basic electrical.
- Assist in troubleshooting and resolving basic mechanical, electrical, or plumbing problems.
- Support HVAC system operations, including filter changes and preventive maintenance routines.
- Conduct routine building inspections to identify potential issues and report findings.
- Perform preventative maintenance tasks according to schedules and work orders.
- Respond promptly to service requests and efficiently troubleshoot issues.
- Assist in testing, calibrating, and assessing systems to ensure repairs are effective and meet standards.
- Maintain the cleanliness and organization of mechanical rooms, maintenance areas, and storage spaces.
- Properly use, maintain, and store tools, supplies, and equipment.
- Assist in monitoring contractor performance and ensuring compliance with safety and building standards.
- Provide courteous, professional assistance to tenants, vendors, and guests.
- Assist with emergency response procedures including:
 - Evacuations
 - Bomb threat protocols
 - Fire/life safety system activations
 - Coordination with emergency personnel
- Participate in snow removal, minor landscaping duties, and general exterior maintenance as needed.
- Be available for rotating “on-call” shifts to respond to after-hours emergencies.

Administrative & Support Responsibilities

- Maintain accurate logs and records including:
 - Equipment maintenance logs
 - Work order documentation

- Life Safety monthly monitoring and checks
- Update and close assigned work orders in the maintenance management system in a timely and accurate manner.
- Assist in inventory tracking of maintenance tools, supplies, and parts.
- Attend team meetings, training sessions, and safety briefings as required.
- Report any observed safety hazards or code violations to supervisor.
- Ensure compliance with all local, state, and federal regulations related to safety, building codes, and environmental laws.
- Support administrative follow-up for vendor service calls and quote requests as needed.

Organizational Relationships:

- Reports to the Facilities Manager
- Establish and maintain a cooperative working relationship with the entire Facilities staff and perform as a team member.

Required Qualifications:

- Education/Experience: High school diploma or equivalent; Technical school training or related coursework is preferred or 1-3 years of related trade experience.
- Operate building automation systems (BAS) under supervision.
- Use mobile apps or software to receive, document, and close work orders.
- Read and use all types of testing equipment, analog digital multi-meters, pressure and temperature indicating and recording devices, air flow measuring devices, and leak detection devices
- Knowledge and proper use of hand and power tools (i.e. socket sets, wrenches, pliers, screwdrivers, saws and hammers, drill motors, saws, grinder, and impact wrenches, etc.)
- Read and understand a variety of instructions, including equipment instruction manuals, furnished in written, oral, or schedule form
- Compute basic mathematical equations for equipment performance testing and building operations
- Communicate effectively both verbally and in writing. Regular use of the telephone and e-mail for communication is essential.
- Possess sufficient computer skills to effectively administer the required Facilities programs.
- Interact with employees, visitors and contractors with poise and diplomacy.
- Maintain calm demeanor in emergency situations.
- Understand and apply correct usage of all personal safety equipment.

Physical Demands/Work Environment:

- Work indoors approximately 70% of the time and outdoors approximately 30% of the time
- Use olfactory, auditory and visual senses
- Work standing all day
- Lift 50 lbs. or more
- Climb up and down stairs and ladders
- Access remote work areas and confined spaces (i.e., crawl spaces, roofs)
- Use full range of manual dexterity (i.e., sitting, squatting, bending, kneeling, walking, and lifting)
- Meet the shift working requirements of the assigned property; shifts may include early mornings, late evenings, weekends and some holidays.
- Work overtime as business needs deem appropriate

Equal Opportunity Statement:

The Research Triangle Foundation is proud to be an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual

orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit-based factor.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.