

Association for Materials Protection and Performance
Job Description

JOB TITLE: Maintenance Technician
DIVISION: Human Resources
DEPARTMENT(S): Property Management
REPORTS TO: Director, Human Resources
FLSA STATUS: Non-Exempt

DATE: 1/07/2025

SUMMARY

The Maintenance Technician is responsible for maintaining and repairing the organization's facilities and offices at the Houston locations and ensure a safe, functional, and efficient environment. This includes routine interior and exterior maintenance, general building, and ground repairs, building inspections, and coordinating or inspecting minor contractor repair projects. These responsibilities must be performed with the highest level of workmanship and professionalism. This role is responsible for overseeing AMPP's two properties in Houston and one property in Pittsburgh, PA

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform routine maintenance, inspections and trouble shoot of HVAC, fire protection, and energy management systems.
- Troubleshoot, diagnose, replace, and repair electrical systems, including wiring, switches, and lighting systems, such as light bulbs, ballasts, fixtures and network lines.
- Conduct basic plumbing repairs, including fixing leaks and unclogging drains.
- Complete and evaluate daily/weekly work orders and ensure tasks are resolved promptly with ongoing status updates as needed.
- Identify and schedule preventive maintenance activities, such as filter changes and power washing.
- Ensure compliance and maintain all required permits, including elevator, signage, and electrical gate permits.
- Manage bids and quotes, prioritizing cost efficiency and high-quality work to meet organizational standards.
- Coordinate, oversee, and inspect contractor repair projects from start to finish, ensuring work quality and compliance with project requirements.
- Oversee and maintain the building's security system, including parking area, entrances, and office areas, while addressing technical issues, issuing security badges to company personnel, as needed.
- Perform welding tasks as required, ensuring proper maintenance and repair of equipment and structures.
- Manage the maintenance ticketing system, responding promptly to requests and resolving issues efficiently to minimize disruption.
- Assist with hazardous weather-related issues such as fires, floods, freezes, and snow removal.
- Maintain EPA certification and comply with all local, state, and federal regulations, including Houston fire marshal requirements. Obtain additional certifications and licenses as required for fire safety compliance."
- Support team operations by being available for weekend work and 24/7 on-call duties for emergencies and working overtime as needed for urgent maintenance issues.
- Perform routine building and grounds maintenance, including inspections of facility equipment, machinery, and systems, to ensure optimal performance. Tasks will be conducted weekly, monthly, or quarterly, as appropriate for the equipment and facility needs.

- Ensure compliance with safety policies, procedures, and building regulations.
- Maintain accurate records of maintenance activities, equipment inspections, and repairs.
- Maintain list of all vendors by properties and appropriate contact information.
- Collaborate with vendors and contractors for specialized repairs or maintenance projects.
- Support overall facility operations, including furniture assembly, moving of furniture, painting, and other general maintenance tasks.
- Other duties may be assigned as necessary to support the organization's operational goals.

SUPERVISORY RESPONSIBILITIES

This role does not include supervisory responsibilities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of HVAC, plumbing, electrical, fire protection, and energy management systems is required.
- EPA certification and additional certifications/licenses may be required based on local, state, or federal regulations.
- High school diploma or GED is required.
- Basic computer skills, including proficiency in Word, Excel, Internet, and email applications, are preferred.

WORK LOCATION

In person to oversee maintenance needs at Houston, TX, and Pittsburgh, PA properties.

TRAVEL REQUIREMENTS

Approximately 20-25% travel is expected for this role with an understanding that travel requirements may vary based on the overall maintenance needs at properties in Houston, TX, and Pittsburgh, PA. A valid driver's license is required.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent
- 5+ years' experience in maintenance or a related field

PREFERRED EXPERIENCE:

Technical certification or vocational training in electrical or mechanical systems.

LANGUAGE SKILLS

Ability to read and interpret technical manuals, blueprints, and safety regulations. Clear communication in written and verbal forms is required to interact with internal teams and external contractors/vendors.

MATHEMATICAL SKILLS

Basic arithmetic and measurement skills required to perform maintenance tasks.

REASONING ABILITY

Strong analytical skills to diagnose and resolve facility issues efficiently.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to:

- Use hands and fingers to reach, extend, raise handle, or feel objects, tools, or controls.

- Regularly required to stand, walk, bend, stoop, kneel, crouch, and climb ladders or stairs, to access and maintain equipment.
- Frequently required to lift or carry objects between 50 to 100 pounds, such as tools or equipment parts.
- Required to push or pull heavy equipment and work in confined spaces or awkward positions.
- Must have the physical endurance to perform repetitive tasks and remain on feet for extended periods.
- Specific vision abilities include close vision, color vision, depth perception, and the ability to adjust focus for detailed repair tasks.
- Frequent exposure to varying work environments, including outdoor weather conditions, dust, and noise.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EQUAL OPPORTUNITY IN EMPLOYMENT

It is the policy of AMPP to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin.

AMPP complies with federal and state disability laws and makes reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources via email at hr@ampp.org.

Further, it is the policy of AMPP to maintain a professional workplace in which individuals are respected, and work in an environment free of harassment, including verbal or physical conduct that does not create an intimidating or hostile environment for candidates and/or employees.