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CAREER OPPORTUNITY



FACILITIES TECHNICIAN ADMINISTRATIVE SERVICES

If you enjoy working with a great group of smart, collaborative, and friendly people, then keep on reading below.

SUMMARY

This is a **casual part time**, non-exempt position with flexible hours, responsible for the administration, maintenance, and upkeep of the Company's building, fleet vehicles, and property.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs basic electrical, plumbing, carpentry, locksmithing, and painting work to maintain building.
- Oversee all maintenance and repair of HVAC system, perform routine HVAC system preventative maintenance work, insert HVAC filters, determine HVAC system problems, and make recommendations for repair, review and evaluate the quality of HVAC contract vendor work.
- Requisition building maintenance supplies, materials, and equipment; monitor inventory; load and unload supplies.
- Prepare cost estimates for maintenance activities; maintain maintenance records and files.
- Assist with the setup of facilities (meetings, classrooms, conferences, events, etc.); load and deliver tables and chairs for special events.
- Performs routine maintenance on building interior and exterior.
- Contacts and schedules vendors and contractors for necessary building repairs and emergencies that are outside the scope of routine maintenance; maintains a schedule of when maintenance has been performed and when next service is due.
- Run errands as needed.
- Comply with safety regulations and maintain clean and orderly work areas.

Interior

- Sweeps, vacuums, mops, scrubs, waxes, and polishes floors using vacuum cleaners, mops, and scrubbing and buffing machines for all types of flooring.
- Empties all office trash containers and insert new liners; empties recycling materials, i.e., paper, plastic, cans, etc. in properly labeled outdoor receptacles.
- Dusts all office furniture, i.e., desks, chairs, printers, phones, PC's, file cabinets, etc.
- Cleans reception lobby glass, including front door inside and outside; spot cleans all interior glass in partitions, doors, and office windows; washes accessible interior and exterior windows.
- Low dusts all horizontal surfaces to hand height, including sills, ledges, moldings, shelves, & picture frames.
- Sometimes using ladders, dusts and washes walls, cleans ceilings, and dusts and polishes light fixtures; washes and replaces blinds.
- Moves cabinets, boxes, furniture, crates, and equipment to clean areas; may remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- Clean and wipe down bathroom mirrors and sanitize all bathroom commodes, urinals, sinks, countertops, kitchen table and lap sinks.
- Cleans interior and exterior of microwaves, toaster ovens, and compost containers.
- Refills all soap dispensers to normal limits; restocks all toilet paper rolls and paper towel dispensers.
- May move and relocate office furniture; adjust desks, chairs, and other furniture.
- Reads and interprets equipment manuals and work orders to perform required maintenance and service.
- Replaces light bulbs and ballasts and window blinds as needed.
- May perform plumbing maintenance and carpentry functions as needed.

Exterior

- Maintains landscaped areas in clean, safe, and orderly manner; mows, edges, rakes leaves, aerates lawns and border areas; removes weeds and debris from walkways, culverts, stairways, roadways, planters, and parking areas by hand or via herbicide application.
- Prunes shrubs, hedges, and trees; uses blower or broom to sweep sidewalks; hauls and disposes of landscape cuttings and debris; cultivates and renovates designated planting areas; replaces ornamental plants, shrubs, ground covers,



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- annuals, and bulbs; plans, installs, and maintains landscape irrigation systems including repairing or replacing sprinkler heads, valves, and lines.
- Performs typical maintenance tasks to support the interior/exterior of the building.
 - Performs prescribed preventative maintenance on the building or grounds as required.
 - Maintains job related grounds keeping equipment (i.e., routine repairs, minor adjustments, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
 - Requests materials, supplies, and equipment for the purpose of completing assignments in a timely manner.
 - Responds to immediate safety and/or operational concerns (i.e., building damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
 - Loads and unloads equipment or materials from company vehicles; assists with repairs or installations of fencing, paving materials for pathways, concrete and rock retaining walls, wood, concrete and/or rock borders and various posts, slabs, drains, and culverts.
 - Operates and maintains grounds maintenance equipment such as lawn mower, edger, sweeper, string trimmer, rototiller, chainsaw, power hedge trimmer, sprayers, and basic gardening hand tools; loads equipment on trailer for transport and drives to work sites; keeps hoses, supplies, tools, and equipment in proper condition and repair.
 - Maintains service request records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used.
 - Mixes and applies approved herbicides for weed mitigation; mixes and applies fertilizers; performs minor pest management; maintains stock of fertilizer and plant food supplies; maintains current Safety Data Sheets (SDS) for potentially hazardous materials; maintains logs and files pesticide use reports.

Vehicles

- Determine the scope of the repair or maintenance work needed to be done, prioritize the work repair orders, and communicate the information to the manager.
- Create repair orders from company fleet drivers' reports; record the appropriate information about the vehicle into the computer system and print out the work order.
- Communicate work orders and observe workflow progress on the shop to ensure the work is completed to specified requirements in a timely manner.
- Maintain vehicle and equipment maintenance records and repair costs.
- Wash, vacuum, and wipe down fleet vehicles (may drive to car wash facility dependent upon condition).
- Drive fleet vehicles to and from body shop for servicing.
- Other duties may be assigned to meet the needs of the business.

EDUCATION/EXPERIENCE

Required: High School Diploma/GED with a minimum of one year of related experience. Valid driver's license with a clean driving record **and** a basic proficiency in Microsoft Office software (i.e., Word, Excel, and email) are also required. **Strongly Preferred:** General building and ground maintenance experience; familiarity with plumbing, carpentry, electrical work, heating, and cooling systems.

ABOUT US

Water & Air Research, Inc. (Water & Air) is a multidisciplinary, **employee-owned** environmental engineering and consulting firm comprised of engineers, geologists, biologists, environmental scientists, planners, and support staff. Water & Air provides a wide range of services to private and public clients throughout Florida and other regions of the United States.

Founded in Florida in 1970, Water & Air employs more than 35 staff members at our corporate office in Gainesville, Florida. Since the Company's inception, Water & Air has helped clients deal with vital environmental issues while promoting environmental responsibility.

Water & Air is an EOE/AAP/DFWP/Smoke Free/E-Verify Employer

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