

MAINTENANCE STAFF

1. Perform routine and emergency maintenance tasks to ensure facility and equipment functionality.
2. Identify and resolve maintenance issues to maintain a safe and efficient work environment.
3. Fix mechanical, electrical, and plumbing issues.
4. Check functionality of safety systems (e.g. fire alarm)
5. Handle emergency repairs quickly.
6. Follow safety rules and use protective gear.
7. Track and manage maintenance supplies and tools.
8. Order parts and materials as needed.
9. Keep records of maintenance work and repairs.
10. Communicate with staff and vendors about maintenance issues.
11. Collaborate with workers and other professionals during renovations
12. Implement the maintenance budget