

**Date:** 1/24/14

**Job Title:** Maintenance Technician III

**Department:** Engineering

**Reports To:** Assistant Chief Engineer

**FLSA Status:**

**Job Summary**

Responsible for the proper operation and maintenance of all mechanical systems and equipment. This includes but is not limited to: chillers, cooling towers, fans, boilers, pumps, heat exchangers and controls

**Essential Functions**

- Perform maintenance and repairs to all MEP and systems
- Conduct building tours, restore equipment loss, report deficiencies for corrective action.
- Respond to all MEP trouble calls and troubleshoot the systems to meet the operational and comfort needs of the building occupants.
- Be proficient in the functionality of the building automation system and understand the sequences required for proper building operations.
- Work with engineers, contractors and consultants in evaluating the proper operation of the building systems.
- Maintain a professional, safe and clean work area. Comply with DTZ and OSHA Safety Policies and Regulations.
- Perform other duties as assigned.
- Ensures assigned work tasks meet quality standards
- Promotes the development of quality improvements through the initiation of process improvements.

**Requirements**

- Graduate of a technical or trade school
- Minimum of one year experience (entry level)
- Ability to read schematics, job instructions, and general correspondence

This list is representative of those duties and responsibilities that are required of this position. However, the list is not to be considered as all inclusive. A supervisor or manager may assign other duties to meet mission requirements of DTZ and cooperation of all personnel is expected to carry out the mission.

**REQUIRED PHYSICAL ABILITIES**

HVAC work by its nature requires physical abilities to include lifting up to 50 lbs regularly. Full dexterity is required including bending, kneeling, twisting, fine motor skills with hands and fingers, full rotation of the head and neck. Ability to see, hear and be alert while operating equipment. Ability to operate lift equipment at heights of up to 45 feet and perform work safely utilizing extension and step ladders

I have read and understand this job description and agree that I am capable all of requirements, functions, and responsibilities. My signature below validates this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Managers Signature \_\_\_\_\_

Date \_\_\_\_\_