

**Tonn and Blank Construction**  
**Job Description**  
**Maintenance Technician**  
**Michigan City, IN Office**

Classification: Non-Exempt, Full Time  
Supervisor: Vice President of Real Estate

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Maintenance Technician through the outline of his/her duties, authorities, and responsibilities.

The Maintenance Technician is tasked with ensuring the successful operation of the facility through troubleshooting, repairs, and upkeep of buildings and installed systems. The Maintenance Technician will be held responsible for all aspects related to his or her assigned facility within their scope of duties.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- High school diploma or GED
- Minimum two years' experience with a background in plumbing, refrigeration, electrical and HVAC maintenance, repair and building operations
- Technical, vocational or on-the-job training in at least one of the following areas: HVAC, electrical, mechanical, process controls, mechanical power transmissions, painting, plumbing, carpentry or engine repair
- EPA 608 universal certification preferred
- Successful drug, alcohol, MVR and background checks
- Willing to accept responsibility to acquire specialized training

**Skills and Personal Attributes:**

Skills required:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format

- Knowledgeable in the safe and proper use of the following tools: ladders, lifts, basic hand tools, volt meter, manual drain auger, plumber's helper, safety goggles, ear protection, and fire extinguisher
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence
- Experience with an iPhone-based CMMS
- Ability to use technology such as smart phones, tablets, computers, web-based applications, building automation systems, etc.
- Ability to work weekends as business needs dictate
- Excellent decision-making ability
- Ability to work on multiple tasks concurrently
- Must work well in a team environment
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to meet deadlines
- Ability to work in stressful situations
- Basic computing skills in Microsoft Office Applications
- Must be able to support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Assist with troubleshooting and repairs of buildings and installed systems to include packaging and handling machinery, plumbing systems, kitchen equipment, roofs, drains, shop, grounds equipment, and HVAC
- Clean, lubricate, and service a wide variety of pumps, valves, pneumatic controls, electrical, mechanical, and hydraulic devices
- Assist with installation and modification of building equipment and systems
- Replace and repair building finishes such as ceiling tiles, door hardware, wall paper, and can paint walls, piping, floors and equipment
- Troubleshoot, evaluate, and make recommendations to upgrade maintenance operations and/or implement savings opportunities
- Possess competent knowledge of the use and care of tools and equipment used in facility and ground maintenance
- Respond immediately to emergency situations and customer service requests as assigned.
- Inspect buildings, grounds, and equipment for unsafe or malfunctioning conditions, preventative maintenance, etc.
- Maintain and operate fire and life safety systems such as; Fire alarm systems, fire pumps and related fire protection system equipment as assigned
- Perform snow removal when necessary
- Comply with all applicable codes, regulations, governmental agency, and Company directives as related to building operations and practice safe work habits

- Complete all required Tonn and Blank Construction Safety Training as scheduled annually.
- Comply with Tonn and Blank Construction Uniform Dress Code while working and maintain a neat and clean appearance while on the property at times other than working hours
- Adjust timers as need for walkway lights, canopy lights and parking lot lights when time/season changes.
- Report traffic incidents, car break-ins and customer incidents and report same to local authorities for police reports.
- Work well in a collaborative, mutually supportive, team environment.
- May be only maintenance staff member on duty during certain shifts; may be required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments); may require shift work and/or stand-by on-call duties
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Other tasks as assigned

### **Physical Requirements**

- Remain in a stationary position for 10% of the time
- Frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.