

Knowledge
Perseverance
Integrity

Cambridge
Asset Advisors LLC

Job Title

Maintenance Mechanic

Summary

Responsible for multi-site office, retail, and flex spaces, conducting housekeeping, general building maintenance, lighting repairs, and troubleshooting / repairs of building installed systems. Must be able to travel throughout the Virginia / Maryland / D.C. areas with reliable transportation.

Job Description

Troubleshooting and repairs of buildings and installed systems, plumbing systems, roofs, drains, shop, grounds equipment, and HVAC. Assist with installation and modification of building equipment and systems. Replace and repair building finishes such as ceiling tiles, door hardware, and can paint walls, piping, curbs, 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, and potential enhancements. 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. Ability to use technology such as smart phones, computers, web-based applications, and building automation systems. Must possess and maintain a valid driver's license, and good driving record. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Key Competencies

Technical proficiency, ability to travel, initiative, flexibility, multi-tasking, and a sense of urgency

Education

High School Diploma or GED equivalent

Experience

2+ years of related experience in a commercial or residential property setting

Additional Qualifications

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. Basic computing skills in Microsoft based programs, such as Outlook, Excel, and Word. May be required to work extended periods of time without relief when responding to priority / emergency situations (including overtime type assignments) and / or stand-by on-call duties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have the ability to stoop, stand, climb, and lift a minimum of 50 pounds of equipment. Regularly required to crouch and reach to install / move equipment by bending forward at the waist or by bending legs and spine. Involves movement between departments, floors, and properties to facilitate work. Ability to speak clearly so others can understand you. Ability to read and understand information presented orally and in writing. Regularly required to utilize vision abilities, allowing reading of printed material, drawings, and schematics

Work Location

DC, MD, VA

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Qualified Candidates

Please submit a resume with cover letter and salary requirements to afrazier@cambridgeus.com