



ARSENAL YARDS – JOB DESCRIPTION

MAINTENANCE TECHNICIAN

Direct Report: Arsenal Yards Operations Manager

Maintenance Tech – Summary Job Description:

Duties include, but are not limited to the following:

CUSTOMER SERVICE/COMMUNICATION:

Interact in a professional manner with a wide variety of Arsenal Yards constituents:

- Retail/restaurant managers & employees
- Arsenal Yards visitors & shoppers
- Contractors, vendors, subcontractors
- Representatives of The Wilder Companies & Boylston Properties
- Watertown Police & Fire Departments
- Town of Watertown employees & officials

EXTERIOR:

- Troubleshoot daily, identify & make repairs/replacements, or fix hazards of the common elements of the property, including the parking garage. Repairs to be handled directly might include (but not limited to) painting, tile, and brick repair, changing of light bulbs.
- Respond to all tenant service calls & common area maintenance issues.
- Inspect Tenant storefronts and premises, document conditions and notify Tenants of any corrective action that needs to be taken (cleanliness issues, repair & maintenance, etc.)
- Oversee the general and preventative maintenance in Purple and Red Garages
- Oversee trash, pest control, exterior landscaping, elevator, HVAC & snow removal contractors to ensure work being performed per requirements.
- Assist in Procuring and evaluating contractor repair and maintenance proposals as needed.
- Purchase and maintain inventory of supplies used in maintaining the common area (including parking garage).
- Maintain a complete set of common area keys, ensuring that security contractor always has a current copy.
- Participate in annual inspections: fire alarm, elevator, water backflow, sprinklers, etc.

REPAIRS & MAINTENANCE RESPONSIBILITIES:

- Perform repairs and preventative maintenance in common areas — electrical, plumbing, masonry, locks, doors, carpentry, painting, floor tile, sheet rock, etc.

- Oversee HVAC system quarterly maintenance program including Building A Central Plant & coordination with Boylston Bldg. Engineers.
- Assist in coordinating quarterly inspections of fire life safety system including any repairs, alarm panel issues, etc.
- Conduct minor repairs in common area bathrooms (toilet clogs, faucet replacements, partition repairs, etc.)
- Repair/replace signage as needed.
- Inspect compactors & cardboard dumpsters daily; call for pick-ups & repairs as needed.
- Paint common areas and service corridors.
- Replace stained ceiling tiles in service corridors & tenant spaces as needed.
- Inspect utility rooms on daily basis.
- Repair interior walls, doors, columns, trim, floor, etc. as needed.
- Change light bulbs in common area, service corridors, parking garage, & back of house using scissor lift or ladder.
- Familiarize with building blueprints & drawings.

MARKETING:

- Assist with set up/ take down of special events including holiday décor.

EMERGENCY RESPONSE:

- Member of property's Emergency Response Team. Respond to property trouble calls on 24/7 basis as needed. As directed assess problem, research solutions, perform necessary repairs and/or contact subcontractors. Inform GM & Ops Mgr. of all routine repairs and emergency situations.
- Assist in providing training to security team including Security Director on proper response, reading & checking sprinkler systems & alarm panels.

SKILLS:

- Computer Skills- Candidate should be familiar with the Microsoft Office Suite (Outlook, Word, Excel).
- Language Skills- Proficient in English language. Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence to parties referenced in Customer Service/Communication section of this job description.
- Technical Skills: -Ability to read and interpret construction drawings. Basic knowledge of building electrical, plumbing, and HVAC systems required.

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent required; some college or trade school preferred.
- 3-5 years of general facility maintenance experience required; experience in commercial setting (restaurant/retail/office) a plus.