



Lexin Capital

Job Title:	Maintenance Technician
Employment Type:	Full-Time (40 hrs)
Typical Shift:	Tuesday-Saturday 8:00 AM- 4:00 PM
Additional Work Hours:	Occasional Holidays/Nights/Weekends
Location:	Celebration Town Center, Celebration, FL
Additional Location:	Nona Commons, Lake Nona/Orlando, FL (occasional)
Reports to:	Property Manager (direct) Chief Engineer (direct) Management Staff (indirect)
Salary/Base Pay:	Negotiable based on experience
Benefits:	Medical/Dental following probationary period
Job Description:	<p>The Maintenance Technician is responsible for maintaining the physical integrity of the property and assisting the Maintenance Supervisor/Chief Engineer with their responsibilities. This includes maintaining a safe and sanitary working environment for tenants, guests, visitors, staff and Town Center residents.</p> <p>The Maintenance Technician assists with all aspects of the property's maintenance including the physical grounds, custodial, preventative, corrective, deferred and emergency maintenance needs. This position is responsible for following the maintenance program established by the company to protect and maintain the property.</p> <p>Repairs and Maintains buildings, grounds, fixtures, machinery and mechanical equipment, in buildings common areas, and tenant areas. May perform general and advanced maintenance duties. Assists in the operation set ups/displays and activities of Special Events.</p>

Essential Functions include, but are not limited to:

- Preventive Maintenance such as changing filters, replacing batteries, cleaning cooling towers, and related such duties
- Courteously responding to tenant requests
- Change or replace light bulbs, ballasts, etc...
- Basic plumbing and electrical repairs including resetting breakers, etc...
- Painting
- Carpentry (basic)
- Drywall repairs
- Escorting contractors through property when required
- Troubleshoot and repair HVAC and various equipment
- Inspect equipment for proper operation and take readings such as temperature, oil levels, pressure, etc...
- Move furnishing and equipment as directed
- Set-up and Take Down Event equipment including barricades, street signs and more
- Perform other duties as assigned.

Preferred Qualifications:

Completion of a high school diploma or equivalent plus three (3) years experience in general Building Maintenance

Solid Work History

Ability to Work Independently

Knowledge of:

HVAC/Chillers

The methods, materials, and equipment used in building maintenance and repair.

Ability to:

Follow oral and written communication

Communicate effectively with others

Perform a variety of building maintenance and repair work

Pass a Criminal Background Check

Be Proficient in reading, writing and speaking the English Language

Physical Requirements:

- Must be able to pass a physical if requested.
- Frequently lift and carry up to 50 pounds and occasionally up to 75 pounds.
- Frequently walk, stand, bend and kneel during shift
- Pull/Push objects, reach above, at or below shoulder heights
- Coordinate eye, hand and foot movements in order to operate vehicles and machinery as needed.