

## EMPLOYEE JOB DESCRIPTION

### Maintenance, Construction, & Repair Person

**Reports To:** Ray Lamarca

**FLSA Status:** Non-Exempt

**SUMMARY:** Facility Maintenance/Handyman person(s) will oversee maintaining the overall condition of the entire Foundry Holdings facility. This includes general maintenance of the area including The Foundry Social, MAD Brewing, High Voltage Karting, and those areas of the building that are considered vacant. The position also involves the undertaking of specialty projects related to operations of The Foundry Social, and High Voltage Karting as well as well as the overall facility. This role involves inspecting the overall condition of the building for wear and tear and repairing related issues along with involvement in determining and facilitating appropriate maintenance schedules. Likewise, completing workorders from other managers in the building in a cost effective and timely manner.

To succeed as a Facility Maintenance/Handyman, you should have exceptional organization skills, general knowledge of tools and proper, and safe repair techniques. You should be efficient, observant, knowledgeable, creative, and prepared with the essential tools. You must display a positive attitude with a smile and complete tasks on our own with minimal guidance. You should have compassion and patience when working with others on projects they may have limited knowledge on how to complete. You must have a passion for completing complex tasks and a unique ability to learn new skills. Being open to learning from other professionals that may need to assist with projects.

#### **DUTIES AND RESPONSIBILITIES:**

- Maintain a fun, safe atmosphere for yourself and all others in the facility.
- Maintaining arcade games. Repair and assure overall appearance of each game meets facility standards.
- Interpret and categorize workorders by importance and determine completion order.
- Complete plumbing, electrical, paint, carpentry and metalworking repairs as directed
- Work with executive team to completed assigned projects and task in a timely manner
- Create spreadsheets and documentation on completed repair work.
- Have clear lines of communication with facility management and executive team.
- Maintain an orderly and clean workspace that meets company standards.
- Keep detailed expense reports and receipt collection for accounting team.
- Time management of overall projects and determining efficient methods of completing tasks
- Assisting with setup of and facilitating contractors for special projects.
- Cleaning up work areas as projects are completed as to not interfere with day-to-day operations.
- Other duties as assigned.

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - High School Diploma (or GED or High School Equivalence Certificate) Ex: High school diploma or general education degree (GED); At least 1-3 years of work history in the commercial maintenance or repair industry or related experience.
- **Knowledge** - experience with trouble shooting and repairs of welding, electrical, plumbing, carpentry, drywall, mechanical, HVAC and physical repairs to building structures and components
- **Language Skills** –Ability to read. Ability to respond to common inquiries or complaints from regulatory agencies, or city officials. Ability to effectively present information to management, public groups, and/or board of directors. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc.
- **Mathematical Skills** –Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills** - To perform this job successfully, an individual should be proficient in personal computer skills including Point of Sale, electronic mail, record keeping, word processing, spreadsheet, graphics, etc. This role requires an above-average knowledge of Microsoft Office, Microsoft Excel.
- **Other Qualifications:**
  - Positive, engaging personality and professional appearance.
  - Strong understanding of maintenance management and repair principles.
  - Must have excellent communication skills with team members and management.
  - Willingness to work in unfavorable conditions. Such hot or cold and humid or wet locations.

## COMPETENCIES:

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Leadership** - The extent to which the employee is able to organize, control and guide the work of others to obtain satisfactory results. The extent to which the employee is able to accept the responsibility of leadership.
- **Maintenance Service** - Refers to the ability to organize the proper tools and personal to complete an assigned task. Ability to make and receive phone calls and pickup or deliver the required goods to complete a task.
- **Time Management** - Uses his/her time effectively and efficiently. Values time. Concentrates his/her efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



**PHYSICAL DEMANDS:**

While performing the duties of this job, the individual must be able to manage their time between physical repair work and office computer work. Roughly 80% of the time should be physical repair work with the other 20% used to complete office computer work. Generally, the individual needs to consistently move about inside the facility. They constantly operate power tools, general repair tools, and other office productivity machinery. They must be able to exchange accurate information with others in the facility while interacting with multiple areas. The employee must regularly lift and/or move up to 50 pounds, occasionally lift and/or move up to 75 pounds or more. The individual must be capable of reviewing their work for errors and adjust as necessary.

**WORK ENVIRONMENT:**

While performing the duties of this Job, the individual will be exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The individual frequently works outside of a climate-controlled environment. The overall environment may cause the individual to become dirty and may require specific clothing and protective gear to complete assigned duties.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Printed)