



IndyVet Emergency & Specialty Hospital

Job Title: Maintenance Manager	Department: Facilities
Revision Date: February 2021	Reports to: Joseph Huber

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building and equipment maintenance needs.

Responsibilities

- Performs general preventative maintenance and routine repairs to the facility's, equipment and systems.
- Inspects and troubleshoots equipment and systems to identify problems or issues.
- Consults blueprints or building plans to identify best solution to resolve systems or equipment issues.
- Obtains services of outside contractors when repairs require specialized training.
- Maintains inventory of maintenance supplies.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.
- Maintains logs of maintenance activities.

Requirements

- Thorough knowledge of general plumbing, carpentry, electrical, and building systems.
- Ability to read blueprints, building plans, and repair manuals.
- Excellent time management skills.
- Strong analytical and problem-solving skills.
- Professional appearance and good attention to detail.
- Excellent interpersonal and communication skills

Education and Experience:

- High school diploma or equivalent required.
- 10 years related experience preferred.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.