



## **JOB DESCRIPTION**

**Job Title:** Maintenance Technician

**Department:** Facilities

**Reports To:** General Manager

**FLSA Status:** Non-exempt

Qualified candidates should submit resumes to Tami Morris: [tmorris@centennialrec.com](mailto:tmorris@centennialrec.com).

### **Responsibilities:**

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain the day-to-day operations and to assume responsibility for maintaining the physical asset of the property under the direction of the Property/Operations Manager.
- Monitor and maintain HVAC systems with basic repair and planned maintenance.
- Complete job work orders assigned through Net Facilities in timely fashion.
- Provide support for mall activities including set up and take down for special events.
- Keep up to date records on maintenance programs, specific work projects and general activities in the mall.
- Perform all necessary assigned work to maintain a safe and clean and unobstructed work environment for tenants, customers and all vendors.
- Embrace and promote the principals of the SEE Centennial program working toward the goals of Sustainability, energy Efficiency and Environmental strategies.
- Assists the Facilities Manager in achieving all property goals.
- Create a personal action plan with your immediate supervisor that will increase knowledge in technical skills, communications, or certifications related to the current job assignments or future career path.
- Assist in executing the strategic goals for the property and completing any individual goals assigned.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following:

**Achievement Focus** - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves

challenging goals. Takes calculated risks to accomplish goals.

**Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Managing Customer Focus** - Develops new approaches to meeting customer needs. Meets customer service standards. Monitors customer satisfaction.

**Planning and Organization** - Integrates changes smoothly. Uses time efficiently. Works in an organized manner.

**Problem Solving** - Develops alternative solutions. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

#### **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/Experience:**

High School diploma required---vocational degree and/or certification in HVAC, building maintenance desired. Must be computer literate (Microsoft office, word, Excel, experience with Computerized Maintenance Management Software)

**Language Ability:** Read and comprehend simple instructions, short correspondence and memos. Write simple correspondence. Effectively present information in one-on-one and small group situations to customers, clients and other employees.

**Mathematical Ability:** Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

**Reasoning Ability:** Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** Working knowledge of computer software and peripherals with proficiency in Excel, Word, and Outlook.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is normally high.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, occasionally lift and/or move up to 50 pounds.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is regularly required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and expansive reading.

The worker is required to have visual acuity to operate motor vehicles or heavy equipment.

The worker is required to make general observations of facilities or structures.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**About Centennial:**

Centennial is a national owner of major shopping, dining, entertainment and mixed-use destinations. Rooted in retail since 1997, the company is focused on shaping the evolution of American retail by creating a superior multi-faceted shopping experience. Centennial properties serve not only as a place of commerce, but a place of community. For more information, visit [www.CentennialREC.com](http://www.CentennialREC.com).