



Job Description – Facilities Technician I Lawler-Wood Pantex, LLC

PRIMARY FUNCTION:

Under the supervision of officials responsible for the coordination and accomplishment of facility maintenance and operation work, performs the duties of Facilities Technician, following recognized industry standards for such work in a safe and efficient manner. The following describes the major functions of the job but is not intended to be all-inclusive.

JOB DUTIES AND RESPONSIBILITIES:

Assist with the following work tasks:

- Minor repairs and/or replacement of plumbing fixtures, valves and other devices as required.
- Relamping, minor repairs and/or replacement of electrical fixtures, devices and appliances as required.
- Minor carpentry work as required to repair windows, doors, hardware, screens and furniture.
- Minor painting and drywall repairs.

Perform all care and cleaning functions of the facilities including but not limited to:

- Sweep, vacuum, shampoo, mop, scrub, strip, wax and polish using (industrial type equipment) inside and outside the building.
- Maintain all cleaning equipment in proper and safe working order.
- Wash and clean all windows, windowsills and entrance doors including trim.
- Wash and/or clean exterior wall spaces by hand or with powered wall washing machines, working on ladders and scaffolding, as required.
- Clean and service lavatories, toilet room and rest rooms.
- Clean and service cigarette urns and ashtrays.
- Clean and dust furniture, exhibit cases, pictures, door trim and erase boards.
- Replace and remove all liners in wastebaskets and trash containers, inside and outside the facility and place in trash collection area for removal by sanitation trucks.
- Escort service contractors to necessary locations for equipment service.
- Move heavy furniture, supplies and miscellaneous equipment.
- Snow and ice removal from steps and walks at building entrances and connecting walks.
- Perform all other duties as assigned that may include work in assistance of others.
- Observe and report, through the work order system, any and all defects, deterioration and wear and tear on the facilities.
- Assist others with maintenance repairs.
- Communicate, as directed, with key administrative and staff personnel on special events and functions scheduled for the buildings that may require special furnishing arrangements and other duties that may be required.
- Assist as required and cooperate with all personnel in the performance of day-to-day duties and responsibilities.

JOB QUALIFICATIONS:

Skill in specific job duties must be acquired during probationary period. Reasonable physical abilities are required to perform job duties.

Three (3) years experience in the care of and maintenance of major facilities.

Must possess and maintain an active DOE level “Q” clearance.

Scissor-lift experience preferred.

EDUCATION:

High School diploma or GED

REQUIREMENTS:

- Must pass all Pantex on-site training in a timely manner (e.g., GET).
- Must possess and maintain a valid Texas Drivers License.
- Must pass a Pre-Employment Drug Screen and Random Testing.
- Pass Pre-Employment Physical.
- Must have the ability to read and understand written instruction and procedures.
- Must have the ability to climb steps and ladders, bend, stoop, push pull and lift up-to fifty (50) pounds on a routine basis.
- Must be able to work outside in hot or cold conditions.
- Must have the ability to wear all prescribed safety equipment including a respirator.
- Must be willing to work overtime as required.
- Must be willing to work alternate shift arrangements as may be required.