

FACILITIES MAINTENANCE TECHNICIAN

Public Works | Government Buildings



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Facilities Maintenance Technician is responsible for wide range of maintenance and repair tasks to ensure the efficient operation and safety of Terrebonne Parish Consolidated Government facilities.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 5 p.m.

LOCATION

Various Locations

REPORTS TO

Mechanical Maintenance Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Primarily based in government facilities, this position involves both indoor and outdoor work, frequent physical activity, and exposure to varying weather conditions, requiring adherence to safety protocols in potentially hazardous settings.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to be proficient in HVAC systems repairs, plumbing, electrical work, and carpentry, while adhering to established preventive maintenance schedules and safety standards.

The Facilities Maintenance Technician will use hand-tools, power-tools, and metering devices to complete repairs, as well as install and remove lighting and electrical components for various functions.

The incumbent will also complete assigned work-orders, report issues to the supervisor, and follow safety procedures.

JOB DUTIES

- Perform routine and emergency maintenance on government buildings and equipment using hand tools, power tools, and diagnostic instruments.
- Inspect, troubleshoot, and repair HVAC systems; execute preventive maintenance to optimize performance and extend equipment life.
- Conduct plumbing, electrical, carpentry, and general building repairs in compliance with applicable codes and standards.
- Install, maintain, and remove lighting and electrical components for events and facility functions as directed.
- Complete assigned work orders promptly and accurately; document all maintenance activities in the work order system.
- Maintain accurate records of inspections, repairs, and preventive maintenance activities for compliance and audit purposes.
- Assist in overseeing work performed by external contractors when necessary.
- Support and actively engage in facility emergency response and disaster recovery initiatives to ensure safety and Parish operations.
- Identify and report potential hazards, deficiencies, or additional repair needs to the supervisor.
- Maintain a clean and organized work environment; ensure tools and equipment are properly stored and serviced.
- Adhere to all departmental safety protocols and OSHA regulations.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide and support teams during maintenance operations and emergency situations.
- **Time Management:** Must be able to manage time effectively to complete assigned work orders and to address additional issues or required repairs promptly.
- **Analytical Skills:** Ability to identify issues quickly, assess risks, and determine effective solutions for repairs or maintenance.
- **Communication Skills:** Strong ability to communicate clearly to report problems or repair needs, follow instructions, and collaborate with team members and supervisors.
- **Organizational Skills:** Capable of managing and prioritizing multiple tasks to ensure all work is done efficiently while meeting safety and quality standards.
- **Technical Skills:** Proficient in the use of hand tools, power tools, and metering devices for building maintenance and repair. Knowledge of HVAC systems, plumbing, electrical, and carpentry. Basic math skills for calculating materials, measurements, measure areas and volumes, convert units, use ratios for mixing, and perform electrical calculations for installations and repairs.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Minimum of two (2) years experience in building maintenance or construction.

