



Job Description: Maintenance Technician

Job Purpose:

Under the direction of the Administrative Manager, maintains the exterior and interior of the Zeitgeist building while following the organization's standards of quality, cleanliness, customer satisfaction, and safety and security.

Primary Duties & Responsibilities:

- Identify and diagnose equipment malfunctions, breakdowns, or operational issues, and take appropriate corrective actions to minimize downtime.
- Assist in the development and implementation of maintenance procedures, policies, and standards to optimize equipment performance and longevity.
- Conduct repairs, replacements, or adjustments of defective parts using hand and power tools, as well as specialized equipment.
- Maintain accurate records of maintenance activities, including work performed, parts used, and equipment condition for future reference.
- Collaborate with other team members and departments to prioritize and coordinate maintenance activities to minimize disruptions to production schedules.
- Perform routine maintenance such as changing filters, painting, carpet/floor cleaning, replacing light bulbs, etc.
- Perform minor adjustments on HVAC & plumbing systems, furniture, fixtures and other items.
- Work with contractors on larger maintenance & repairs including preventative maintenance.
- Follow safety protocols and adhere to relevant regulations and guidelines to ensure a safe working environment for all employees.
- Report major repairs needed to Administrative Manager.
- Deep cleaning projects as necessary.
- Other duties as assigned

Qualifications / Education / Experience:

- Proficient in using a wide range of hand and power tools to perform repairs and maintenance tasks.
- Knowledge of electrical, plumbing, and HVAC systems is highly desirable. Excellent problem-solving skills and the ability to troubleshoot issues independently.
- Strong attention to detail and a methodical approach to work.
- Ability to work independently and with others.
- Good communication skills
- Ability to give and follow verbal and written instructions
- A basic set of tools to perform duties listed above.

- Must have basic working knowledge of plumbing, painting, and other general repair skills.

Key Performance Indicators:

- Quality building maintenance & upkeep with safety, security, and cleanliness as top priorities.
- Accurate maintenance documentation.
- Administrative Manager is kept well informed of maintenance statuses.

Job Status & Salary

This position is a part-time employee of Zeitgeist up to 5 hours per week with a flexible schedule. The starting wage for this position is \$18-22 depending on experience. Employment with Zeitgeist will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. Zeitgeist is an equal opportunity employer.

To Apply

The position will remain open until filled by an appropriate candidate. Interviews are expected to begin as soon as possible.

Please send CV/Resume via email to Stevie Twining at stevie@zeitgeiststarts.com.

Up to three professional references may be requested later in the application process.