

Building Maintenance Technician

Job Classification **Non-Exempt**

Reports to: **Building Maintenance Supervisor**

Wildlife Prairie Park has often been referred to as a jewel in the Midwest. Located just outside of Peoria, IL, this 2,000-acre zoological park is home to over 150 animals/50 different species that are native to Illinois. Our guests come to learn about wolves, bison, waterfowl, black bear, elk, cougar, otter and much more. The park opened in 1978 and since its inception Wildlife Prairie Park strives to promote its mission of conservation, education, and recreation.

Building Maintenance Technicians are responsible for the maintenance, repair and renovation of the Park's facilities and property. This includes all lodging as well as enclosures, offices, public buildings, and banquet halls. Job duties include routine inspection of all lodgings and public buildings for any upkeep and maintenance that may be required.

Essential Duties

- Responsible for establishing a quick diagnosis of building maintenance issues and finding solutions that ensure the Park's safety while balancing time sensitivity and costs.
- Directly handle a wide range of maintenance repairs including plumbing, appliances, electrical, HVAC, painting, drywall, flooring installation, pest control, roofing inspection/ minor roof damage in accordance with internal requirements, manufacturer's specifications and safety policies.
- Ensures all buildings are properly locked and secured after use to maintain safety and security standards.
- Determine if highly skilled repair from outside professionals is needed.
- Paint structures, drywall, and plaster, perform masonry work, and repair plumbing fixtures and woodwork.
- Uses hand and power tools while ensuring tools and equipment are maintained and repaired.
- Follow company policies regarding necessary approvals for any large maintenance tasks/ expenditures.
- Regularly assess the Park's property for safety and preventative maintenance opportunities
- Maintain and secure a spare parts inventory of basic maintenance hand and power tools. Recommend purchase of maintenance tools, equipment and supplies as required.
- Comply with all OSHA regulations and any applicable laws regarding health, safety, or environment.

- Assist the maintenance team in developing methods and procedures to improve facility efficiency and workflow.
- Assist in the setting up/tearing down of venues for events, ensuring all setups/tear downs meet the required specifications and standards.
- Ability to work effectively in various weather conditions, including extreme temperatures, rain, snow, and other outdoor elements, ensuring the park grounds are maintained to high standards year-round.
- Attend meetings, conferences and seminars both on and off site.
- Perform all other duties as assigned.

Knowledge, Skills, and Abilities Required.:

- Thorough understanding of building systems, including HVAC, plumbing, electrical, and structural elements.
- Familiarity with building codes, safety regulations, and maintenance best practices.
- Knowledge of basic carpentry, painting, and repair techniques.
- Knowledge of preventative maintenance programs to ensure care and upkeep of buildings and equipment.
- Skilled in using hand and power tools, diagnostic equipment, and specialized maintenance tools.
- Competent in troubleshooting issues in building systems (identifying HVAC faults or plumbing leaks)
- Strong problem-solving skills and ability to prioritize tasks effectively.
- Basic computer skills to track work orders, document repairs, and communicate via email.
- Ability to work both independently and as part of a team.
- Strong attention to detail and commitment to delivering high-quality work.

Minimum Requirements:

- High School diploma or GED; technical or vocational training in building maintenance or a related field is preferred.
- Minimum of 3 years of experience in building maintenance, facilities, or a related role.
- Valid driver's license.
- Ability to lift 50 lbs.

Interpersonal Skills:

- The ideal candidate for this role should be professional, have a positive attitude.
- Excellent interpersonal skills to create positive working relationships.
- Independent judgement, strategic vision, technical expertise

