



MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/building-maintenance-technician/>

Building Maintenance Technician

Description

The Building Maintenance Technician is responsible for performing a variety of janitorial, grounds maintenance and general building upkeep tasks to ensure the facility operates efficiently and remains in optimal condition. This role operates under the provisions of a Collective Bargaining Agreement (CBA).

Responsibilities

Building Maintenance

- Manage cardboard recycling collection and operate the compactor
- Sweep, dust and mop floors; operate an automatic floor scrubber
- Disinfect and clean high-touch surfaces, including doorknobs, doors, tables and sink areas
- Maintain cleanliness of the cafeteria, including floors, tables, sinks, counters, cabinets, appliances and equipment; restock supplies as needed
- Assist in managing inventory of cleaning and maintenance supplies
- Collect and remove trash from production and office areas
- Clean windows throughout the facility
- Sanitize and restock restrooms in both production and office areas

Additional Responsibilities

- Prepare coffee in the cafeteria daily
- Perform seasonal grounds maintenance, including lawn mowing, weed trimming, snow removal (using a snow blower and shovel) and maintaining entryways
- Move and arrange furniture for office moves, meetings and special events
- Assist with factory clean-up and organization
- Conduct retention pond sampling
- Serve as a backup Paper Baler, operating and maintaining baling equipment to compact paper waste for recycling, sorting materials and ensuring proper handling and storage
- Operate the paper roll unwinder machine to safely and efficiently unwind paper rolls for disposal or recycling
- Uphold and promote the company's CARES Core Values: Collaboration, Accountability, Respect, Excellence and Safety
- Perform other duties as assigned

Qualifications

Competencies:

1. Physical stamina for prolonged standing and walking
2. Strength and dexterity to lift, move and handle equipment
3. Strong verbal and written communication skills
4. Ability to work in extreme hot or cold conditions
5. Organizational and time management skills

Hiring organization

Mackay Mitchell

Job Location

2100 Elm Street SE, 55414,
Minneapolis, MN

6. Proactive mindset with the ability to work independently
7. Adaptability to changing priorities and tasks
8. Team-oriented with a willingness to collaborate