

**Job Title:** Building Maintenance

**Location:** Downtown, Corpus Christi

**Status:** Full time

**Description:** The Maintenance Mechanic is responsible for working directly with the property and engineering management in implementing and maintaining the energy management, preventive maintenance, quality standards, operating, objectives, and goals of the owner and First Community Bank. This must be done in a manner that not only protects, but also maximizes the value of the property.

It is the policy of First Community Bank that the highest possible professional standards be maintained at all times when you perform your assigned duties and responsibilities. Our success as a business is directly related to the quality of the services that we provide. In the performance of your duties as a Maintenance Mechanic as described below, you are accountable for all your actions.

Your contact with tenants, prospective tenants, owners, and vendors is to be guided by the highest professional standards including positive, supportive, friendly behavior and legendary service.

### ***Essential Duties***

- Assist with troubleshooting and repairs of building and installing systems to include: packaging and handling machinery, plumbing systems, kitchen equipment, roofs, drains, shop, ground equipment and HVAC.
- Clean, lubricate and service a wide variety of pumps, valves, pneumatic controls, electrical, mechanical and hydraulic devices.
- Assist with installation and modification of building equipment systems.
- Troubleshoot, evaluate and make recommendations to upgrade maintenance operations and/or implement savings opportunities.
- Possess competent knowledge of the use and care of tools and equipment used in facility and ground maintenance.
- Respond immediately to emergency situations and customer concerns.
- Inspect buildings, ground and equipment for unsafe or malfunctioning conditions.
- Inspect new installation for compliance with building codes and safety regulations.
- Maintain and operate life safety/fire systems.
- Perform welding, carpentry and snow removal when necessary.
- Comply with applicable codes, regulations, governmental agency and Company directives as related to building operations and practice safe work habits.

### **Position Requirements**

- High school diploma or GED equivalent.
- Minimum 2 years building maintenance experience.
- Must have a thorough understanding of HVAC, electrical and building automation systems.
- Must possess basic computer skills, ability to operate Windows based software.
- Ability to interpret mechanical and electrical blueprints and schematics.
- Require working knowledge of systems from 12 volts to 480 volts and battery-supplied power.
- Manage own time on a daily basis with little supervision.
- Must be able to handle multiple projects, changing priorities and continually heavy workloads.
- Maybe required to work extended periods of time without relief when responding to priority/emergency situations (including overtime type assignments).
- Include stooping, standing, climbing and frequent lifting of minimum of 50 lbs. of equipment (pumps, tools, ladders) and ability to safely install rigging/lifting device.
- Lift and carry objects of up to 50 pounds for distances of up to 30 feet.
- May require shift work and/or on call duties.
- Use of personal-owned vehicle and bank owned vehicle may be required occasionally. Current valid driver's license and personal vehicle insurance coverage is required.

### **Application information**

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

Faxed: 361-888-3796  
Subject: Building Maintenance

Or

Emailed: [jharris@fcbot.com](mailto:jharris@fcbot.com)  
Subject: Building Maintenance

**Equal Opportunity Employer**