

Facilities Technician (Posted 11/26/25)

The Facilities Technician is responsible for the maintenance, repair, and general upkeep of building systems, equipment, and grounds. This role ensures a safe, functional, and efficient environment for employees, members and visitors by performing routine inspections, preventive maintenance, and timely corrective repairs.

We are looking for a talented individual who is passionate about member service and teamwork, has a deep sense of respect and integrity for their co-workers and our members, and is also driven to pursue excellence in all that they do. We are constantly aiming for higher goals that depend upon growth-minded individuals who share our core values and vision.

Qualifications and Skills

- High school diploma or equivalent (technical or vocational training preferred)
- 2+ years of experience in building maintenance, facilities operations, or related trade preferred
- Knowledge of HVAC, electrical, plumbing, and mechanical systems
- Ability to read blueprints, schematics, and technical manuals
- Strong troubleshooting and problem-solving abilities
- Basic proficiency in using a computer and Microsoft Office
- Good communication and customer service skills
- Ability to lift up to 50 lbs., climb ladders, and work in various environments
- Ability to stand, walk, bend, and perform physical labor for extended periods

Essential Functions and Responsibilities

Maintenance & Repairs

- Perform routine preventive maintenance on HVAC, plumbing, electrical, and mechanical systems
- Troubleshoot and repair building equipment, fixtures, and infrastructure issues
- Respond to work orders and service requests in a timely and professional manner
- Maintain and repair doors, locks, lighting, office furniture, and general building components
- Oversee maintenance and detailing of all company automobiles

Facility Operations

- Monitor building systems (HVAC, fire alarms, security, electrical panels) for proper functioning
- Assist with setting up rooms, equipment, or furniture for events and operational needs
- Conduct routine inspections of facility areas to identify potential issues or safety hazards
- Maintain inventory of branch supplies, ensuring stock levels meet operational requirements
- Perform general landscaping where necessary

Safety & Compliance

- Ensure compliance with safety regulations, building codes, and company policies
- Maintain clean and safe workspaces, mechanical rooms, and storage areas
- Participate in emergency response procedures and assist in resolving facility-related incidents

Vendor Coordination

- Assist in overseeing contractors performing work on-site
- Communicate with suppliers and service providers to ensure quality and timely delivery of services

Documentation & Reporting

- Maintain records of maintenance activities, inspections, and repair logs
- Report recurring issues or potential upgrades needed to supervisors or management

Other Requirements

- Ability to travel to multiple locations (sometimes daily)
- Some night, early morning, weekend, and holiday work may be required
- Ability to multitask under pressure
- Maintain a professional appearance and demeanor
 - (You represent OMEGA; clothing will be provided)
- A desire to work at OMEGA

Interested applicants should send a resume to careers@omegafcu.com