

## SERVICES AND FACILITIES TECHNICIAN

The primary responsibilities of this position include, but are not limited to, the overall day-to-day operations of the building, facilities and grounds.

### Job Responsibilities

- Collect, process, and distribute incoming and outgoing mail and parcels
- Assist with all office equipment and building maintenance and day-to-day operations
- Fill and deliver all employee office supply orders
- Perform minor building maintenance including but not limited to changing light bulbs, minor repairs, and performing plumbing repairs that do not require a plumber.
- Maintain clean buildings, grounds and parking lots.
- Ensure sidewalks and parking lots are free from ice and snow
- Update service logs for HVAC, fire extinguishers, elevator, etc. and schedule service
- Maintain and clean company pool cars and schedule service and repairs
- Perform touch up painting

### Job Requirements

- Prior experience maintaining and servicing office buildings preferred
- Electrical, plumbing, and HVAC knowledge helpful
- Familiar with Microsoft Office for Windows software, including Word and Excel.
- Clean driving record

### Physical Demands of Position

- Must be able to lift weight commensurate with duties assigned
- Light handyman work (light plumbing, cleaning pool cars, painting walls, etc.)
- Shoveling snow, removing ice, removing debris from outside grounds and parking lots
- Carry, move, and store furniture and fixtures
- Capable of climbing a ladder to heights required inside and outside of office buildings

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Generalist Pam Johnson at (740) 522-7552 or [pjohnson@medben.com](mailto:pjohnson@medben.com).

*MedBen is an equal opportunity employer, and we consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, genetic information or any other legally protected status.*

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