



Organization: Fayetteville A&P Commission
Location: Fayetteville Town Center
Position Title: Facilities Technician
Classification: Part-Time, Hourly, Non-Exempt
Pay: \$15.00-19.00 / Hour
Reports to: Facilities Supervisor, Fayetteville Town Center

To apply, please send a resume to jobs@experiencefayetteville.com.

Job Summary

Under the direction of the Fayetteville Town Center Facilities Supervisor, the Facilities Technician helps maintain and service the A&P Commission buildings, facilities, and assets. Ability to perform tasks include but are not limited to preventive maintenance on the buildings, equipment, HVAC, plumbing, electrical, and life safety systems. Routine improvements to the facilities and daily tasks for all properties. Responsible for working with external vendors, service providers, and internal team requests. Must be available "on-call " for emergencies and weather-related events.

Essential Duties and Responsibilities

- Perform basic maintenance functions including, but not limited to: Replacing bulbs and batteries, patching and painting, installing and replacing fixtures and receptacles.
- Perform basic janitorial functions including, but not limited to: Replacing of soap/sanitizer cartridges, steam cleaning stain from upholstery and carpet, washing and detailing fleet vehicles.
- Perform essential maintenance and upkeep of public fountain, but not limited to: Daily skimming/scrubbing of fountain, daily/weekly/monthly chemical testing and adjustments, daily inspection of pump room.
- Assist in assuring the building is secure on a nightly basis.
- Event support for internal and external events.
- Assist in the performance routine preventative maintenance on all systems on a daily, weekly, monthly, quarterly, bi-annual, and annual basis.
- Monitor inventory levels for supplies and equipment and assist in managing procurement processes as the point of contact for vendors and deliveries.
- Effectively communicate with other staff, facility clients, and the public both verbally and in writing.
- Collaborate with the Facilities Supervisor to establish preventative maintenance programs and schedules for all equipment and systems.
- Assist in coordinating with external contractors and vendors for repairs and maintenance work.
- Respond promptly to facility-related emergencies and assist in the coordination of appropriate responses.
- Assist in maintaining records of repairs.

Physical Demands

This statement aims to illustrate the diverse types of work that may be carried out, and the listed responsibilities should not be considered exhaustive. Tasks and duties that are similar, related, or logical to the position may still be expected even if they are not explicitly mentioned. The employee is occasionally required to lift more than 50 pounds.

Job Specifications

Education: High school diploma or equivalent.

Experience: At least 2 years of experience in facility management or a related field.

Skills: Must possess excellent communication, interpersonal, and problem-solving skills. Ability to work in a fast-paced environment and handle multiple tasks simultaneously. Familiarity with maintenance and repair procedures for electrical, plumbing, and HVAC systems. Strong organizational and time-management skills. Ability to work flexible hours, including evenings and weekends, as needed. Physical ability to lift and move equipment weighing up to 50 pounds. Prior experience in an event venue, large or multiple facilities, with preferred experience in the hospitality, and or, public sector. Proficient in the use of Microsoft Office applications including Outlook and Word. Ability to maintain records. Ability to work a flexible schedule including, but not limited to: nights, weekends, and holidays.

Job Context: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of said job, the employee must stand, walk, and crouch for extended periods of time. Know how to operate and use safely power tools and equipment. Required use of PPE and safety equipment. Subject to loud noise, dust, and chemicals. Able to lift 50lbs regularly and 100lbs occasionally. Be able to perform comfortably at great heights.

The Fayetteville Town Center is an EEO/AA employer that seeks to employ qualified persons without regard to race, color, religion, gender, national origin, age, sex, marital status, disability, veteran status, sexual orientation, gender identity or any other characteristic protected by law. We strive to ensure all employees a discrimination-free workplace and have a strong commitment to affirmative action and equal opportunities. We value and encourage diversity in our workforce. All applications are subject to potential public disclosure under the Arkansas Freedom of Information Act.