

AI's Twin Air, LLC

<https://ataservices1.com/job/maintenance-trades-helper/>

Maintenance Trades Helper

Employment Type

Full-time

Description

POSITION SUMMARY:

The Maintenance Trades Helper assist with general HVAC, plumbing, low voltage electrical and maintenance repairs, installs, and replacements. The duties will be key to handle all aspects of building and residential upkeep. Assists and supports team and management with work or tasks while complying with established safety guidelines and procedures. Ability to communicate with customers, team members, management, and business partners. Responds to safety hazards; as part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites. Performs work of increasing difficulty and responsibility, as assigned, to develop and improve skills.

DIRECTLY RESPONSIBLE TO: Appropriate manager or supervisor

SUPERVISION OVER: None

MANDATORY REQUIREMENTS: Qualified candidates must have experience in general maintenance and attention to detail.

- Background screening mandatory
- References check mandatory

DUTIES AND RESPONSIBILITIES: The duties listed do not include all tasks which may be performed in the position of Maintenance Trades Helper.

- Troubleshoot issues with HVAC system (air and heating), and indoor climate control as necessary and performs minor troubleshooting on changing filters on various ventilation units
- Assist with maintenance and repairs to plumbing, and low voltage electrical, and mechanical components of residential and commercial buildings systems (e.g. repair or replacement of fixtures, wall switches, and outlets; replace light bulbs, ballasts and sockets if necessary)
- Responsibilities include basic equipment repair, carpet cleaning, painting; furniture assembly, filter changes, cleanup of garbage/debris, install light fixtures and other light maintenance work; landscape and outdoor ground maintenance may be required
- Performs preventative maintenance functions which include but not limited to filters, cooling towers heating and cooling coils, cleaning floor drains, rigging, chillers, boilers, and plate heat exchangers, etc.
- Performs troubleshooting, changes filters on various ventilation, and heating units
- Skilled and proficient painting ability for applying and preparing various surfaces for paint, enamel, lacquer, varnish, or stain; removes, paints or repairs wall coverings
- Install kitchen appliances; reports mechanical malfunctions to appropriate team member for action
- Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- Helps in moving furniture and equipment at various facilities/sites; sets up

and breaks down partitions; installs shelving and other minor installs

- As part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites
- Works with journey or master level trades workers by performing the duties associated with improvements to and maintenance of hvac, plumbing, electrical and mechanical
- Unclog drains and toilets, and replaces light fixture lamps and bulbs
- Provides help with residential and commercial office moves and event set-ups, grounds, and building maintenance
- Conducts preventive maintenance tasks such as filter replacement and visual condition inspections, thermostat install and repair
- Provides good customer service consistently with clients and among ATA team
- May perform work services from ladders, scaffolding, and platforms
- Observes and follows all safety rules and regulations set by OSHA and ATA's rules and policies, and trainings
- Enters and upload into software documentation, pictures, and information related to the job or assignment to complete or closeout job for billing and reimbursement
- Performs other duties and assignments as directed or requested

MINIMUM QUALIFICATIONS/EDUCATION:

- High School diploma or General Education Development (GED) certificate
- Experience: 1-2 years; or substitution based on education and experience in construction, residential, commercial building or property maintenance; or completion of vocational school training program in related skilled trade
- Technical school or college preferred
- CFC Universal required to handle refrigerant or freon
- Licenses/Certifications: Preferred-not required but would be a plus (apprentice license)
- Valid driver's license and copy of driving history record from respective MVA
- Full Covid 19 Vaccination required (and Covid testing as mandated by ATA and Health Officials)
- Computer literacy and accuracy to enter or upload data, information, documentation, pictures into company or vendor software

KNOWLEDGE and SKILLS:

- Basic maintenance and knowledge of the following trades: hvac, carpentry, plumbing, gas/furnace heating for residential/building/facilities
- Replacement, painting, grounds keeping including sprinkler systems, pest management, and general cleanings/trash removal
- Aptitude to install, repair and maintain appliances, toilets, drains, faucets, and bathroom fixtures, thermostats, and smoke/carbon dioxide detectors
- Use of tools and familiar with equipment used in the maintenance and repair of hvac and plumbing in building and residential
- Safety practices and procedures; proper lifting techniques; personal protective equipment
- Computer knowledge and use to upload documentation, pictures, receipts, etc.
- Verbal and writing communications including math to add, subtract, multiply, and divide
- Ability to pay attention to detail and use analytical skills; and follow directives from leaders and managers/supervisors

WORKING CONDITIONS:

- Occasional lifting, carrying, pushing, and pulling of items weighing up to 60 lbs.
- Standing for extended periods may be required
- Generally, works with others and at times may be alone
- May work oncall or rotation schedule of weekends, holidays, and after normal business hours
- Mandatory employment background screening and references check are conducted
- May have random drug and alcohol testing after hire

BENEFITS OFFERED:

- Medical/Health Insurance
- 401K Plan
- Dental Insurance
- Vision Insurance
- Life Insurance
- Hospital Insurance
- Critical Illness Insurance
- Disability Insurance
- Paid Time Off
- Six Paid Holidays
- Employee Trainings
- Employee Discounts

TO JOIN OUR TEAM – APPLY TODAY!