

Facilities Maintenance- Ceridian, Fountain Valley, CA

- With minimal supervision carries out the primary maintenance role for internal facility issues and repairs to equipment, premise and furniture for a multi-building, mid-rise office complex in excess of 134,404 sq.ft. Assists with similar internal and external maintenance and/or repairs to an alternate warehouse site of 12,129 sq.ft.
- Utilizing MS Office software, etc. to create and maintain desktop procedures and provide updates to other staff members.
- Analyze and resolve maintenance requests, applying technical skills. Making routine decisions and sometimes non-routine recommendations. Interfaces with landlord's engineers to coordinate maintenance requests not handled internally.
- Making routine decisions and non-routine recommendations for use of outside contractors or in-house labor. This would include interfacing with vendors and utilizing knowledge and experience to develop proposals, work with bids, prepare schedules, and monitor completion of work.
- Set-up, move and repair of chairs and furnishings; install key trays; controlling set-ups, small assembly and building out work.
- Mechanical work, such as building operating systems and equipment; miscellaneous HVAC maintenance, e.g. changing, adjusting thermostats and/or verifying VAV boxes.
- Testing and monitoring of various systems and services such as HVAC, AED, RO water, document destruction, security, emergency phone, and kitchen equipment.
- Maintenance work such as changing lamps and ballasts in light fixtures, changing fixtures, maintaining door locks, may also handle general voice and data cabling of work stations and audio visual equipment.
- Light plumbing such as snaking toiles and traps.
- Available for 24/7 response. Carry cell phone and radio.
- Ability to work under minimal supervision. Generally operating independently or perhaps partnering with others. May provide some day-to-day guidance to others.
- Work within financial guidelines, comply with financial controls, and perform cost avoidance measures by minimizing external costs.

Qualifications:

- High School Diploma with additional training in a relevant trade desired. Prior facility maintenance experience preferred.
- Certification of some site-related systems is desirable, such as electrical, plumbing, safety, security, OSHA guideline, First Aid, AED Equipment.

- 3-5 years experience in a maintenance role with physical and manual dexterity and ability to move equipment, furniture supplies and other items associated with furniture, system furniture and office fixture design.
- Intermediate computer skills in such areas as MS Office.
- Must be able to bend, squat, and lift and reach with a maximum limit of 50-75 pounds.
- Ability and experience with small power tools, hand tools and similar equipment. Use of portable environmental monitoring devices.
- Ability to work within a team environment and interface with internal and external customers.
- Strong communication skills, oral and written in order to achieve a high level of customer satisfaction.

If interested, please apply online at the Careers section of www.ceridian.com. Job ID # 14536.

Thank you for your assistance.

Paula R Tripp
Ceridian Talent Acquisition- Making Great Happen
(727) 395-1907
Why Choose Ceridian? [Click here!](#)