



MAINTENANCE MECHANIC (IRS)

Job Title: Maintenance Mechanic (IRS)
Department: Operations
FLSA Status: Non-Exempt
Revised: September 2021

Spectrum Management, LLC has been serving the Washington, DC metropolitan area for over 16 years and provides a comprehensive array of services that include construction management, facilities management and real estate development services.

Spectrum is currently seeking a Maintenance Mechanic to ensure the operation and function of machinery and mechanical equipment at our IRS HQ location.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides assistance in installing, maintaining, and repairing water heaters, pumps, generators, compressors, steam lines, water lines, gas lines, VAV boxes, self-contained water source head pumps and garage supply exhaust fans
- Performs minor plumbing and electrical repairs •Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments
- Repairs electrical appliances and broken fixtures
- Removes defective parts by dismantling devices
- Performs maintenance and repair tasks
- Responds to service calls quickly and professionally
- Provides courteous, high quality service to members of the public by personally responding to requests for service or by making appropriate referral
- Submits requests for supplies, equipment and or related materials
- Conducts facility and machinery inspections
- Any other duties deemed necessary by the company

PHYSICAL DEMANDS

Tasks involve frequent standing and walking, or frequent lifting (up to 50 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of cleaning supplies and equipment.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- Completion of one semester of coursework at a college, vocational school, occupational program or equivalent program in either electrical, plumbing, or HVAC
- 1+ years of experience of operating, maintaining, or repairing building/facility electrical, mechanical, heating, ventilation, and air condition (HVAC), or plumbing systems or equivalent education.
- Previous experience with identifying or troubleshooting system problems and reading plans or blueprints
- Experience operating CMMS/BAS

COMPETENCIES

- Ability to prioritize work requests and orders according to departmental needs
- Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy
- Ability to assess immediate customer needs and ensure customer's receipt of services
- Ability to provide prompt, efficient and responsive service
- Ability to exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Basic computer skills to input, retrieve, view and print information from facilities management and maintenance tracking systems
- Ability to work overtime and weekend hours as needed with short notice
- Site location is IRS Headquarters Building – **Previous registration with the Selective Service, current good Federal Income Tax Standing and positive credit history required.**

To Apply: Please fill out our online application or submit a cover letter and Resume to HR@smusa.us.

*Spectrum Management is an Equal Opportunity/Affirmative Action Employer.
Women and members of minority groups encouraged to apply.*

