

## **Job Position: Maintenance Technician for the Houston Downtown Management District**

Central Houston, Inc. is an advocate of downtown redevelopment and revitalization and a catalyst for collaboration and coordinated development through facilitation and leadership. Central Houston, Inc. in association with other entities – Central Houston Civic Improvement, Houston Downtown Management District, and Downtown Redevelopment Authority - has facilitated many of the public and private projects that have transformed downtown since the mid-1980s.

Central Houston, Inc. is the primary provider of personnel to the Houston Downtown Management District and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds. More information on the organizations can be found at the following websites: [centralhouston.org](http://centralhouston.org), [downtowndistrict.org](http://downtowndistrict.org) and [downtownhouston.org](http://downtownhouston.org).

**DESCRIPTION:** The Houston Downtown Management District seeks a skilled maintenance technician to perform maintenance operations and implement preventive maintenance programs to preserve the assets of the District. The Maintenance Technician will report to the Director of Capital Projects. The Maintenance Technician must be able to work both independently and in a team environment.

### **RESPONSIBILITIES**

This position requires both interpersonal and technical skills to maintain a variety of assets in the public realm. Specifically, candidates will be expected to perform the following:

Performs highly skilled maintenance work on the following assets:

- Fountains, water filtration and misting systems
- Electrical supply and lighting systems
- Landscape, irrigation, and park amenities
- Street furnishings
- Equipment and vehicles
- Basic HVAC and building maintenance

Performs breakdown, preventive maintenance, and corrective work order requests.

Develop, implement and maintains preventive maintenance logs and hazardous materials protocol.

Available for “on-call” responsibilities, potentially some nights/weekends.

Other duties as assigned.

### **QUALIFICATIONS**

- High school diploma required, journeyman level trade certifications preferred.
- Minimum of five years facilities and/or maintenance technical experience.
- Prior experience with maintaining a water feature or swimming pool pump system and water quality control required.
- Ability to plan, organize, and multitask assigned work.
- Must exhibit a proactive mindset to identifying and correcting deficiencies.
- Strong communication skills – written, verbal and interpersonal.
- Must be technically proficient and demonstrate ability to use work order/PM software.
- Possess problem solving and decision making skills.
- Strong work ethic.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to: Jackie Traywick, Chief Operating Officer at [jstraywick@centralhouston.org](mailto:jstraywick@centralhouston.org).