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**Facilities Technician**

at

The Center

401 S Maryland Pkwy, Las Vegas, NV 89101

If interested in this position, please apply on Indeed.com using the following link –

<https://www.indeed.com/job/facilities-technician-117e25566851dd8d>

**Key Responsibilities:**

* Ensures assigned equipment is in proper working order and available for use.
* Maintains physical space, ensuring a safe, clean, and functional environment.
* Receives, manages, and processes work order requests; ensures problems are resolved quickly.
* Acts as liaison between employees and any outside contractors needed to resolve specialized problems.
* Drafts and implements preventive maintenance schedules for buildings and equipment.
* Ensures safety standards are followed throughout facility.
* Participates on emergency preparedness planning team.
* Applies, or assists with application, for required environmental permits.
* Maintains inventory of supplies; reorders as needed.
* Performs other related duties as assigned.

**Additional Responsibilities:**

* Must be able to work a flexible schedule, including Sundays and evenings as necessary.
* Will be trained on security responsibilities.

**Qualifications:**

* Must be mechanically inclined with basic shop skills.
* Must be able to work with a variety of materials, tools and operate heavy equipment.
* Must be able to read, comprehend, and work from plans and operating instructions.
* Excellent verbal and written communication skills.
* Proficient in Microsoft Office Suite or related software necessary to create and maintain reports and logs.
* Excellent organizational skills and attention to detail.
* Ability to perform well in a fast-paced environment.

*The Center is proud to be an Equal Opportunity Employer. People of color, people with disabilities, women, lesbian, gay, bisexual, transgender, gender non-conforming and queer candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.*

**If you have questions about this position please contact Brenda Ford, Human Resources at brenda@endunamo.com**