



MAINTENANCE TECHNICIAN/FACILITIES SUPPORT SPECIALIST ROLE SUMMARY

Status: *Full-time, Non-Exempt*

Closing Date: *Open Until Filled*

MISSION AND PHILOSOPHY

Wind Circle Network, Inc. is an information technology company offering a broad range of products and services. Our highly trained team can provide a communications solution to fit any size project. With a strong track record as a government contractor, Wind Circle Network continues the tradition of completing projects on time and under budget. We boast a very diverse customer base including, but not limited to individuals, cities, counties, schools, hospitals, tribal governments, and many branches of the federal government. Customers will experience our commitment to combining service excellence, convenience, and individual attention with the right technology for themselves and/or their organization. Wind Circle Network needs people who value teamwork, standards of excellence, and the desire to provide outstanding customer service to everyone every day. We are looking for people to actively contribute to our goal of becoming a local, national, and international leader of information technology.

ROLE OVERVIEW

- Perform routine maintenance tasks such as HVAC system checks, plumbing repairs, and electrical installations, replacing light bulbs and minor repairs.
- Complete light carpentry tasks (e.g., patching drywall, installing shelves or fixtures.)
- Respond promptly to maintenance requests and address any issues that may arise.
- Conduct regular inspections to identify and fix potential maintenance issues.
- Perform routine vehicle maintenance, including oil changes and general upkeep.
- Maintain accurate records of all maintenance activities and repairs.
- Assist with facility improvement projects as needed.
- Flexibility to travel between multiple locations to transport tools, equipment, and materials.
- Mow lawns and maintain landscaping across all properties.
- Perform snow removal using appropriate equipment and materials across all properties.
- Follow safety procedures and company policies at all times.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Prior experience in maintenance or facilities support roles.
- Knowledge of HVAC, plumbing, carpentry and electrical systems is a plus.
- Valid driver's license and reliable transportation.
- Ability to load and pull a trailer safely and efficiently.
- Ability to lift and carry items up to 50 lbs.

- Ability to work in various weather conditions.
- Excellent problem-solving skills and a proactive approach to maintenance.
- Ability to work independently and as part of a team.
- Strong work ethic and attention to detail.

BEHAVIORAL COMPETENCIES

- Support Wind Circle Network mission and philosophy.
- Maintain confidentiality of all work information.
- Demonstrate an ability to function successfully in a team environment.
- Exhibit professional, courteous, and respectful treatment of internal and external customers.
- Displays a positive attitude and flexibility in changing situations.
- Participates in identifying problems and suggesting solutions.
- Performs other duties as assigned.

ESSENTIAL FUNCTIONS

- We are looking for someone who takes pride in their work and pays attention to detail. The ideal candidate will have a proactive attitude towards problem-solving, strong communication skills and the ability to work independently.