

# Maintenance worker

## Job Description

### Responsibilities:

- Perform minor fixes such as repairing broken locks, filling gaps on walls, etc.;
- Cleans and assists with upkeep of the facilities;
- Check control panels and electrical wiring to identify issues;
- Install appliances and equipment;
- Do garden/yard upkeep by mowing lawn, collecting trash, etc.;
- Inspect and troubleshoot equipment and systems;
- Check functionality of safety systems (e.g., fire alarm);
- Collaborate with workers and other professionals during renovations;
- Report to a facilities for issues;
- Order supplies and materials needed for repairs and maintenance;
- Perform other related duties as assigned;

### Qualifications:

- High school diploma or equivalent; related experience preferred;
- Basic knowledge of HVAC, plumbing, and electrical systems;
- Experience using hand and electrical tools;
- Ability to read technical manuals and drawings;
- Very good communication and interpersonal skills;
- Fluent in Chinese-Mandarin in both writing and speaking;
- Buddhist preferred;