

Overview of Building Technician Role

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Designed as a quick-reference guide for students, new hires, or anyone interested in facilities management careers.

1. Core Purpose

What the Role Does	Why It Matters
Maintain the physical plant (HVAC, electrical, plumbing, fire-life safety, structural elements)	Keeps the building safe, functional, and comfortable for occupants
Troubleshoot & Repair equipment failures quickly	Minimises downtime, protects productivity, and reduces costly emergency service calls
Support Compliance with codes, regulations, and sustainability goals	Avoids legal penalties and helps the organization meet ESG targets
Document & Report work orders, inspections, and preventive-maintenance activities	Provides data for budgeting, asset management, and continuous-improvement initiatives

2. Typical Responsibilities

Category	Specific Tasks	Frequency
Preventive Maintenance (PM)	- Inspect HVAC filters, belts, and coils - Test fire alarm panels & sprinkler heads - Lubricate moving parts, calibrate sensors	Daily-weekly (based on PM schedule)
Reactive Service	- Diagnose and fix electrical outages, leaks, or equipment breakdowns - Respond to tenant service requests	As needed (often 24/7 on-call)
Safety & Compliance	- Conduct routine safety walks - Verify signage, egress routes, and PPE availability - Complete OSHA, EPA, and local code checklists	Weekly-monthly

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Category	Specific Tasks	Frequency
Documentation	• Update CMMS (Computerized Maintenance Management System) with work orders, labor hours, parts used • Maintain equipment logs and warranty records • Monitor utility meters, identify abnormal consumption	Real-time
Energy Management	• Assist with retro-commissioning and upgrades • Support renovation or construction crews (e.g., temporary power, temporary HVAC)	Ongoing
Project Assistance	• Coordinate with contractors and vendors	Project-specific
Inventory Control	• Track spare-part stock, reorder low-level items • Perform periodic physical inventory counts	Monthly

3. Required Knowledge & Skills

Technical Knowledge	Skill Set
Building Systems – HVAC, electrical distribution, plumbing, fire-life safety, building automation (BAS)	Problem Solving – Systematic diagnosis, root-cause analysis
Codes & Standards – NEC, IBC, NFPA 70, 72, 101, local building codes, OSHA	Communication – Clear written work orders, verbal updates to occupants & supervisors
Tools & Instruments – Multimeters, infrared thermometers, pressure gauges, ladder safety gear	Time Management – Prioritizing multiple work orders, meeting SLAs
CMMS/CAFM – Work order creation, preventive maintenance scheduling, reporting	Physical Fitness – Ability to lift, climb, work in confined spaces
Basic Carpentry/Plumbing – Pipe threading, conduit bending, door adjustments	Customer Service – Professional interaction with building users

4. Typical Work Environment

Aspect	Details
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Location	Office towers, schools, hospitals, manufacturing plants, data centers, retail complexes
Hours	Standard 40?hr/week; many organizations require on?call rotation for nights/weekends
Physical Conditions	Exposure to heights, noise, dust, temperature extremes, occasional hazardous materials
Team Structure	Reports to Facilities Manager or Engineering Supervisor; works alongside electricians, HVAC specialists, custodial