



AMERICAN INTERNATIONAL COMPANY LIMITED

Invites applications for the position of:

Maintenance Technician II

We are currently seeking applications for a Maintenance Technician II. This individual must be able to perform repairs and preventative maintenance to the interior and exterior of the building, to include minor electrical, mechanical, and plumbing.

Duties & Responsibilities:

- Upkeep of the equipment room and AIG property, to include scheduled preventative and remedial maintenance on mechanical and electrical equipment
- Perform basic electrical, plumbing, carpentry and mechanical tasks i.e. changing electrical outlets, minor plumbing repairs, repair leaks, replace bulbs, furniture configuration, paint touch-up, replacement of parts (building hardware)
- Adjusting, oiling, cleaning, changing filters for generator and water systems
- Install interior fittings such as pictures, paintings
- Co-ordinate furniture configurations with associated electrical, computer cabling and other associated trades
- Respond to client/tenant inquiries and concerns by providing timely and quality service and following up with clients/tenants to ensure customer satisfaction
- Create and respond to work orders or assign work orders to contracted technicians and vendors, as needed
- Manage and coordinate the activities involved in completing equipment maintenance assignments with contractors/vendors and clients/tenants
- Assist other technical specialists and contractors as required
- Respond to 24/7 emergency calls at the property
- Other duties as assigned

Qualifications and Experience:

- Associate's degree or equivalent from two-year college or technical school with a min one year related experience and/or training or a minimum of 5 years' experience working within various trades, i.e. basic electrical, plumbing, and mechanical
- Strong knowledge of HVAC, automated equipment monitoring, a distinct advantage
- Ability to read, analyse, and interpret architectural, mechanical and electrical drawings
- Must possess a good understanding of government health and safety regulations
- Willingness to learn, and be trained in all aspects of facilities management
- Ability to work on-call and/or outside of normal business hours
- Ability to effectively present information and respond to questions from management and staff
- Ability to respond to clients/tenants in a professional manner
- Valid driver's license for private and/or light truck required
- Physical requirements include: stooping, standing, walking, climbing stairs/ladders and ability to lift /carry heavy loads approximately 40 pounds
- Working knowledge of Microsoft Office programs, ie. Word, Excel, and Outlook

A detailed résumé should be sent in confidence to the:

**Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton HMAX
or email: hrbermuda@aig.com**

Applications must be received by October 30, 2017

**American International Company Limited
is an Equal Opportunity Employer**