



THE NATIONAL  
BANK OF INDIANAPOLIS

## **The National Bank of Indianapolis**

**Job Posting: Building & Facilities Maintenance Technician (9:30 – 6:00 shift)**

### **A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

### **Who We Are Looking For**

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

### **How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

**We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/careers.php>**

**The National Bank of Indianapolis is an Equal Opportunity Employer  
(Minority/Female/Disability/Veteran)**





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**JOB POSTING:**

**Building & Facilities Maintenance Technician (9:30 – 6:00 shift)**

**Purpose of Position:** The incumbent is responsible for assisting in the maintenance and safe operation of commercial real estate that is owned and operated by the Bank.

**Essential Functions:**

- ◆ Perform and/or assist other associates in the routine maintenance, repair, operation and general upkeep of the building(s)
- ◆ Respond to written and verbal instructions and work orders in a timely fashion
- ◆ Work effectively with tenants, vendors, and employees to address all building needs and maintenance requirements in a manner consistent with the Bank's Culture of Excellence
- ◆ Assist with all mechanical operations, including but not limited to HVAC, electrical, plumbing, and motorized equipment
- ◆ Assess and troubleshoot all equipment as needed
- ◆ Maintain all peripheral equipment, including but not limited to equipment associated with kitchens, breakrooms, shower facilities, and the nursing room
- ◆ Assist and/or participate in major projects within the building(s); assist with periodic maintenance
- ◆ Maintain all safety records consistent with established standards and/or best practices
- ◆ Assist with security personnel and cleaning crew, facilitating positive communication and seamless coordination
- ◆ Regularly check and monitor the building HVAC control (BAS), responding quickly to alarms and alerts; perform assessments and investigate alarms, acting upon each appropriately and communicating actions with other staff members
- ◆ Assist with maintenance requests involving any Banking Centers and/or real estate owned and operated by the Bank when called upon or directed by Facilities Superintendent or Facilities Management Officer
- ◆ Perform housekeeping assistance as needed or requested
- ◆ Responsible for accurately writing, recording, and submitting purchase orders, time sheets, and all documents related to inspections and maintenance as directed
- ◆ Complete periodic training on proper procedures to follow when performing routine maintenance repair operations or general building upkeep
- ◆ Maintain building security between 5:00 and 6:00 p.m.

**Requirements:**

- ◆ High school education or equivalent
- ◆ At least three years of experience in building maintenance and/or related trades with demonstrated mechanical skills in HVAC, plumbing and electrical; HVAC certification beneficial
- ◆ Basic knowledge of safety and security standards and guidelines preferred
- ◆ Ability to effectively and professionally communicate with coworkers, tenants, Bank staff, contractors, and visitors
- ◆ Good problem solving skills, including the ability to analyze, make decisions and/or recommend action, and execute plans
- ◆ Ability to think on one's feet and make sound decisions quickly
- ◆ Computer proficiency, including a working knowledge of building automation systems and MS Office products
- ◆ Expected to be reachable in the event of a building-related emergency, and to be available for overtime as needed
- ◆ Must provide own transportation when visiting other commercial real estate owned and operated by the Bank

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