



**JOB POSTING NOTICE**

**Position:** Maintenance Technician

**Location:** Greenville, TX

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**POSITION PURPOSE**

This position is responsible for the direction of various installations, maintenance, and repair relating to the overall upkeep of facilities. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

**SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS**

1. Ability to read, write and speak the English language, bilingual helpful.
2. High School diploma or equivalency.
3. Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
4. General maintenance skills in Plumbing, electrical work, central air and heating, carpentry, and building repairs.
5. Ability to use power tools and hand tools.
6. Valid Texas driver's license and good driving record.
7. Participate in the planning for new or replacement equipment and supplies.
8. Flexibility and good judgment must be employed, and on-the-spot decisions are often required.
9. Office setting that requires the following physical abilities:
 

a. Kneeling	b. Twisting	c. Climbing
d. Puling	e. Stretching	f. Lifting
10. Schedules are prepared based on business needs and are subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.
11. Ability to life 50 lbs.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Personify Alliance Bank's mission statement of *The best in all we do.*
2. Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
3. ELECTRICAL:
  - a. Change all light bulbs in all Alliance Bank facilities.
  - b. Replace all broken parts on light fixtures.
  - c. Check and repair all electrical outlets.
  - d. Set and repair all time clocks for change of time at all branches.
  - e. General electrical work on remodels and construction.
4. CENTRAL AIR AND HEATING:
  - a. Calibrate and check thermostats.
  - b. Change filters on all units of Alliance Bank on a monthly schedule.
  - c. Report and work with heating/ac companies on any major problems with heating and ac units.
5. BUILDING REPAIRS:
  - a. Minor carpentry.
  - b. Tape and bed small jobs.
  - c. Repair locks and doors.
  - d. Work with a glass installer in replacing all broken windows and doors.
  - e. Minor painting jobs.
6. SECURITY SYSTEM:
  - a. Service all exit lights in buildings.
  - b. Work with Security providers regarding general equipment issues.
7. POINT OF CONTACT:
  - a. Be point of contact with contractors, sub-contractors, service providers and equipment providers regarding construction, remodels, and repair at all facilities.
8. Attendance and punctuality a must.

***This is a summary of the requirements and essential functions.  
The full job description is available upon request.***

**Qualified applicants should submit a resume to [HR@Alliancebank.com](mailto:HR@Alliancebank.com).**



**AN EQUAL OPPORTUNITY EMPLOYER**