

Looking for a career with professional growth in a close-knit, fun atmosphere? Alvine Engineering offers the perfect balance of technical and professional growth. We are big enough to deliver cutting-edge experience; small enough to know your name. We think you are going to like Alvine Engineering.

### **Job Responsibilities**

- ▶ Responsible for maintaining physical office space and property, and for overall office support, maintaining a presentable office, and performing miscellaneous errands
- ▶ Ensure functionality of company vehicles, and coordinate regular maintenance and cleaning
- ▶ Conduct daily, weekly, monthly, and yearly inspections to identify maintenance needs for the interior and exterior of the building and related systems
- ▶ Identify appropriate vendors and coordinate services
- ▶ Maintain cleanliness of office areas and perform custodial tasks, including kitchens and break rooms
- ▶ Miscellaneous errands and deliveries
- ▶ Set up and breakdown for office-related events and ensure spaces used are returned to their original function in a timely manner
- ▶ Assist with preventive and routine maintenance and work to keep all equipment and systems operating at maximum efficiency
- ▶ Maintain records of work performed and conduct periodic inventories

### **Qualifications**

- ▶ High school diploma or equivalent
- ▶ Valid driver's license and ability to operate hybrid and electric vehicles
- ▶ Mechanical, building, and grounds maintenance experience
- ▶ Familiarity with basic skills in plumbing, electrical, and construction
- ▶ Experience coordinating with external vendors and contractors
- ▶ Basic computer skills, including Microsoft Office and Outlook
- ▶ Ability to read, write, and communicate clearly and concisely through various channels, including in-person, email, and phone
- ▶ Ability to analyze, report, and resolve problems as they arise
- ▶ Work effectively with all teams and leadership, establishing and maintaining effective working relationships
- ▶ Physical ability to work on ladders
- ▶ Prolonged periods of standing and walking throughout the building
- ▶ Must be able to lift up to 50 pounds at times
- ▶ Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings
- ▶ Must be able to perform work in a variety of weather conditions

### **We Offer**

- ▶ Professional development opportunities, including training and mentoring programs; organization and professional registration; and tuition and technology reimbursement programs
- ▶ Medical, dental, vision, and life insurance benefits, as well as supplemental insurance through AFLAC
- ▶ Generous 401(k), profit sharing, and discretionary bonuses
- ▶ Progressive wellness benefits, including fitness reimbursement and volunteer time off

With six locations across the Midwest, Alvine Engineering offers both a solid foundation and room for you to advance your career. Join a team where you can make a difference and strengthen our foundation of excellent engineering, client satisfaction, and leadership.

[Apply Now!](#)