

**Job Description:****Title:** Maintenance Tech

**Job Summary:** We are looking for a motivated individual who can problem solve and troubleshoot all aspects of maintaining a manufacturing facility. This skilled Maintenance worker will perform upkeep tasks such as repairs and cleaning. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

**Job Essential Duties and Responsibilities**

- Conduct general maintenance tasks.
- Installs, repairs, and maintains machinery and mechanical equipment by completing preventive maintenance.
- Maintains inventory of equipment parts and supplies by checking stock and placing orders.
- Maintain Heating and cooling systems.
- Troubleshoot control panels and electrical wiring to identify and repair issues.
- Electric experience with 120/240/480 Volt systems.
- Help produce and maintain a general housekeeping policy in writing and on the floor as well.
- Yard upkeep by mowing lawn, collecting trash, etc.
- Tow Motor preventative maintenance, oil changes, power washing, and daily safety check list.
- Check functionality of safety systems (e.g., fire alarm)
- Collaborate with workers and other professionals during renovations.
- Work as a team within department and with other departments and leads.
- Ensure the work area is clean and safe.
- Implement and enforce the use of a lock out tag out program.
- Other duties may be assigned as needed; this is not a complete list.

**Requirements:**

- Knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools, lathe, mills, drill press, etc...
- Ability to read technical manuals and drawings.
- Very good communication and interpersonal skills
- High school diploma or equivalent

**Work Environment:**

Typical manufacturing environment including loud noise levels, heat and dirt; steel-toed shoes and safety glasses are a must.

**Physical Demands:**

Must be able to stand, sit and bend for long periods of time

Must be able to lift 50-75 pounds

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Employee Signature

Date