Maintenance Technician is responsible for performing general maintenance, repairs and preventative maintenance on manufacturing facility equipment and property structures, in addition to performing grounds maintenance. All work will be done in compliance with EPA, Hazmat and OSHA safety rules and regulations.

**Requirements:**

* Maintain both shop and building equipment by following diagrams, prints, operations manuals and manufacturer’s instructions
* Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of production machines and power tools
* Read and interpret equipment manuals and work orders to perform required maintenance and service
* Locate sources of problems by observing both machine and mechanical devices in operation and listening for problems that may occur
* Control downtime by informing production workers of routine preventive maintenance needed and the completion dates/times associated with the project
* Provide machine and mechanical maintenance information by answering questions and requests from co-workers
* Maintain safe and clean working environment by complying with all company procedures, rules, and regulations.
* Order, repair and/or replace defective parts in machines or mechanical devices, using both hand and power tools
* Troubleshoot equipment and repair when necessary
* Reports damage, defects and safety related issues to Shop Supervision immediately
* Participate in meetings, training(s) and seminars to advance skills and work efficiently
* Ability to work independently or in a team environment
* Effectively communicate with co-workers and management
* Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels, etc.)
* Assist in the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
* Maintain HVAC and plumbing systems to ensure functionality
* Perform manual repairs when necessary (fix locks, etc.)
* Conduct general upkeep procedures and other tasks as assigned (painting, carpentry, snow removal, etc.)
* Maintain service logs for the overall facility, including logs for production equipment
* May initiate requisitions for machines, parts, supplies and tooling
* Maintain service logs for the overall facility, including logs for production equipment
* Additional tasks as assigned by supervisor

Qualifications:

* Proven experience as a Maintenance Technician
* Proficient use of meters and diagnostic tools
* Basic understanding of HVAC, plumbing, electrical, pneumatic and hydraulic systems
* Knowledge of general maintenance processes and methods
* Working knowledge of tools, woodworking production equipment and general building maintenance
* Manual dexterity and problem-solving skills
* Good physical condition and strength with a willingness to work overtime
* High school diploma or equivalent with not less than 3 years of relevant maintenance experience

**Lead Maintenance Technician**

* All Requirements/Qualifications of Maintenance Technician listed above AND:
* Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards
* Inspect alarm systems and schedule repairs as needed
* Work with IT or outside vendors to troubleshoot equipment computer and/or connectivity issues
* Schedule and delegate work as needed
* Review completed work for quality and compliance with requirements
* Provide and/or coordinate training for other Maintenance personnel
* Additional tasks as assigned by supervisor

Qualifications:

* Facilities Maintenance Technician or Industrial Maintenance Technician certification required
* Proficient use of meters and diagnostic tools
* Comprehensive understanding of HVAC, plumbing, electrical, pneumatic and hydraulic systems
* Good physical condition and strength with a willingness to work overtime
* High school diploma or equivalent with not less than 5 years of relevant maintenance experience
* Plumbing or Electrical license is a plus
* Strong leadership skills

**Physical Requirements:**

* **Posture/Movements**
	+ 1-10%: Sitting, Low Level Position, Crouching, Climbing-Stairs, Climbing-Ladder, Balancing, Climbing-Forklift
	+ 11-33%: Bending/Stooping, Twisting, Reaching-Overhead, Climbing-Forklift
	+ 34-66%: Walking, Bending/Stooping, Reaching-Forward, Reaching-Low Level, Push/Pull, Reaching-Forward
	+ 67-100%: Standing
* **Lifting/Carrying**
	+ 1-10%: 75-100 lbs, over 100 lbs
	+ 11-33%: 25-34 lbs, 35-50 lbs, 51-74 lbs
	+ 34-66%: up to 10 lbs, 11-24 lbs, 25-34 lbs