



JOB DESCRIPTION – MAINTENANCE ENGINEER

Job Profile and Description – Duties of this position are focused to ensure that all aspects of the organization's facilities including the physical grounds, custodial, preventative, corrective, and emergency operate efficiently. Must be able to self-manage, take direction as needed, and effectively prioritize multiple projects while handling/responding to daily tasks.

Responsibilities

- Daily review and prioritization of Preventative Maintenance tasks and project list
- Machine, tool, facility, and infrastructure troubleshooting and repair
- Inspect, diagnose, and troubleshoot all building systems including HVAC, fire/life safety, plumbing and electrical to ensure operation of equipment is within design capabilities and achieves optimal environmental conditions
- Arrange for and oversee external contractors and inspectors, request quotations, prepare summaries for management on projects.
- Prepare and submit Purchase Order requests as necessary
- Maintain 6S of all maintenance areas
- Lead or assist with moving assembly lines and equipment, including electric; wires, disconnect and boxes
- Maintain 6S of facility grounds
- Conduct training for production employees on tool repair and PM of equipment as needed.

Skills and Specifications

- 10+ years maintenance experience preferred
- Organizing, planning and problem solving
- Knowledge of National Electrical Code (NFPA)
- Experience with various fabrication machines : brake press, laser/turret press, benders & saws
- Familiar with operation and sustaining of Preventative Maintenance systems
- Good interpersonal, written and communication skills
- Ability to work within a team environment
- Proficient with MS Excel to create and maintain updates in Maintenance Project sheet
- Facilities management experience
- Supervisory experience
- Training experience a plus
- Valid Driver's License required

Classification – Hourly

Reporting to – VP of Operations