HELIENE

Job Posting

ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Minnesota-USA and at manufacturing partners around the world, with our headquarters and research facility located in Ontario-Canada.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

THE POSITION

Job Title:	Facility Coordinator
Position Status:	Full Time, Permanent Dayshift
Department:	Maintenance
Supervision Received:	Maintenance Manager
Supervision Exercised:	N/A
Location:	Mountain Iron, Minnesota

A.	Facilities and Ground Maintenance	60%
B.	Administrative	30%
C.	Other duties as assigned	10%
TOTAL		**100%**

Reporting to the Maintenance Manager, the Facility Coordinator is responsible for coordinating and performing general facility maintenance and repairs. This includes building systems, HVAC, plumbing, electrical, compressed air, dock equipment, basic carpentry, and general facility upkeep.

The Facility Coordinator will manage facility preventative maintenance activities, coordinate outside contractors and vendors, maintain facility records in the CMMS, and assist with facility projects and improvements. This is a hands-on position with no direct reports.

Key Responsibilities:

- Perform and coordinate general facility maintenance and repairs.
- Ensure building systems and facility equipment are maintained and operating properly.
- Perform routine inspections and identify needed repairs or improvements.
- Coordinate preventative maintenance for HVAC, air compressors, dock doors, plumbing, electrical, and other facility equipment.
- Create, update, and close facility work orders and PMs in the CMMS.
- Assist with general facility upkeep, including common areas, bathrooms, breakrooms, landscaping, and snow removal as needed.
- Communicate facility concerns, major repairs, and recommended improvements to the Maintenance Manager.
- Order and maintain facility supplies, repair materials, and spare parts.
- Maintain facility manuals, drawings, service records, and inspection documentation.
- Coordinate outside contractors and service providers for specialized repairs and maintenance.
- Support the development and updating of facility SOPs, work instructions, and checklists.
- Perform other duties as assigned by the Maintenance Manager or delegate.

Minimum Qualifications:

Education or experience in facility maintenance, industrial maintenance, HVAC, electrical, mechanical systems, or a related field is required.

- Three or more years of facility or industrial maintenance experience preferred.
- General knowledge of HVAC, plumbing, electrical, compressed air, carpentry, and building systems.
- Ability to perform basic facility repairs and troubleshoot equipment.
- Ability to read basic blueprints, schematics, and equipment manuals.
- Experience with preventative maintenance and CMMS systems preferred.
- Ability to coordinate contractors and outside service providers.
- Good communication, organization, and time-management skills.
- Ability to work independently and prioritize facility needs.
- Ability to safely use hand tools and power tools.
- Ability to safely operate forklifts, scissor lifts, and boom lifts after required training.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to climb stairs and ladders.

- Ability to bend, kneel, crouch, and work in awkward spaces.
- Ability to safely work at heights.
- Ability to lift up to 50 pounds or team lift when appropriate.
- Ability to work in production, warehouse, mechanical, rooftop, and outdoor environments.
- Criminal Background Check and Drug Screening required

Salary Range: $55,000 to $75,000 Annually

Benefits:

- **Employer paid employee medical & dental benefits**
  - **Co-pay for spouse/dependents**
- **Performance Incentive**
- **Life Insurance**
- **401K match**
- **Paid PTO**
- **Paid sick days**
- **Paid personal days**

Qualified applicants should submit a cover letter and resume to the Careers Center.

All applicants must be legally eligible to work in the United States of America.

Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups, and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Currently, Heliene USA is not accepting applicants that require sponsorship.