

Job Title: Facility Maintenance Technician
Position Status: Full Time
Department: Maintenance
Schedule: Day Shift or as assigned by the manager
Wage: \$22.50 / hour, wage is based on experience
Supervision Received: Facility Maintenance Coordinator
Location: Mountain Iron, Minnesota

PRIMARY FUNCTIONS

A. Facility and Grounds Maintenance	80%
B. Administrative	10%
C. Other Duties as Assigned	10%
TOTAL	100%

Reporting to the Facility Maintenance Coordinator, the Facility Maintenance Tech will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. They are responsible for working closely with external third-party vendors as required, including managing any applicable contracts

A. Facility Equipment and Grounds Maintenance (80%)

- Ensures that the buildings equipment and is maintained properly and is working correctly
- Plans repair work using buildings blueprints or equipment manual as needed
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, doors, and other building fixtures
- Performs routine maintenance on building systems
- Cleans and assists with the upkeep of the facilities
- Plans repair work using building blueprints or equipment

B. Administrative (10%)

- Document and log repairs and materials used for repairs and maintenance
- Monitor requests from the maintenance platform
- Participates in maintenance meetings
- Records and reports damaged, worn, or broken parts
- Supports the development of relevant SOP's as needed

C. Other Duties as Assigned (10%)

- Perform other duties as assigned by the Facility Coordinator or other delegates.

Minimum Qualifications:

One to two years of vocational or community college in technical field with related course worked three to five years building maintenance or landscape experience; or equivalent related experience is required.

- Prolonged periods of standing and walking
- Must be able to climb ladders, bend or crawl into awkward spaces
- Must be able to lift up to 50 pounds at a time
- Ability to follow instructions from supervisors or managers
- Knowledge of general carpentry and repair
- Excellent organizational and time management skills
- Ability to use hand tools and power tools
- Thorough knowledge of general plumbing and electrical
- Must have a valid driver's license and reliable transportation
- Must complete record check and drug screening prior to employment

Physical Requirements:

- Must be able to stand and traverse the production floor and warehouse
- Must be able to operate a forklift
- Must be able to climb stairs
- Must be able to team lift up to 50 pounds
- Must be able to tolerate a warehouse and production environment