

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 Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

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 Maintenance Coordinator
Position Status:	Full Time
Department:	Maintenance
Supervision Received:	Manufacturing Engineering Manager
Supervision Exercised:	Not Applicable
Location:	Mountain Iron, Minnesota

A.	Facility and Grounds Maintenance	60%
B.	Administrative	30%
C.	Other Duties as Assigned	10%
TOTAL		100%

Reporting to the Manufacturing Engineering Manager, the Facility Maintenance 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 (60%)

- 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 (30%)

- Order supplies and materials needed for repairs and maintenance
- 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
- Manages external third-party contracts as it pertains to facilities maintenance such as lawn care, snow removal, custodial etc.
- Supports the development of relevant SOP's as needed

C. Other Duties as Assigned (10%)

- Perform other duties as assigned by the Maintenance Manager or other delegates

Minimum Qualifications:

Candidates must be 18 years of age or older with a combination of three years in education and experience related to building maintenance or landscaping experience.

- 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

Qualified applicants should submit a cover letter and resume to careers@heliene.com.

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.

Positions are open to all qualified applicants. 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.

Preference will be given to applicants who are legally qualified to work in either Canada or the US, including Canadian or American Citizens, Permanent residents, or those qualified to work in Canada or the US.