
Maintenance Technician Position Description

Summary:

Metal Exteriors' Maintenance Technician is responsible for ensuring the proper functioning and upkeep of all equipment, machinery, and facilities within the company. This role involves performing preventive maintenance, troubleshooting issues, and making necessary repairs to maintain a safe and efficient operational environment. This role reports to the Operations Team Leader.

Responsibilities:

1. **Preventive Maintenance:**
 - o Perform routine inspections and maintenance on machinery and equipment.
 - o Schedule and conduct preventive maintenance activities to minimize downtime and extend equipment lifespan.
2. **Troubleshooting and Repair:**
 - o Diagnose mechanical and electrical issues in equipment.
 - o Repair or replace defective parts, using hand tools and power tools.
 - o Coordinate with external vendors for specialized repairs as needed.
3. **Facility Maintenance:**
 - o Ensure the proper functioning of facility systems, including HVAC, plumbing, and electrical.
 - o Perform general building maintenance tasks such as painting, carpentry, and plumbing repairs.
4. **Safety and Compliance:**
 - o Adhere to safety protocols and ensure compliance with all relevant regulations.
 - o Conduct safety inspections and maintain accurate records of maintenance activities.
5. **Inventory Management:**
 - o Manage and maintain inventory of tools, parts, and supplies required for maintenance tasks.
 - o Order and replenish stock as needed to ensure availability of necessary materials.
6. **Documentation:**
 - o Maintain detailed records of maintenance work, including inspections, repairs, and parts used.
 - o Update maintenance logs and prepare reports as required.

Qualifications:

- High school diploma or equivalent; technical degree or certification in a related field preferred.
- Proven experience as a Maintenance Technician or in a similar role.
- Strong mechanical and electrical troubleshooting skills.
- Knowledge of HVAC, plumbing, and electrical systems.
- Ability to use hand tools and power tools effectively.
- Excellent problem-solving abilities and attention to detail.
- Good communication and interpersonal skills.

Benefits:

- Full time, exempt employee status
- Onsite: Shiloh, Ohio
- Health benefits including vision and dental
- 401k Retirement plan
- Paid Vacation & Holidays
- Quarterly profit-sharing bonus
- Salary Range: \$62-\$119k