

Job Bid Posting

Job Title: Facility Maintenance Team Member	Shift: 1 st
Department: EHS/Facility Maintenance	Reports To: EHS/Facility Maintenance Department Head
Salary Status: Hourly	Date Posted: 3/13/25
POSTING #: 25-07	Deadline for Bidding: 3/27/25
EDUCATION: Minimum High School Diploma or GED	EXPERIENCE: Industrial Electricity Certificate, Preferred
	TRAVEL: 40%

Job Description

Facility Maintenance Team Member

POSITION SUMMARY

Coordinates, plans, and executes projects; oversees services and vendors to maintain company building.

Essential job duties

- Performs various mechanical, electrical, light construction, light janitorial, and other facility related repairs/installations.
- Performs work at heights aerial lift equipment.
- Utilizes forklifts to move material.
- Identifies and orders necessary resources for tasks.
- Develops and performs preventive maintenance tasks as assigned.
- Prepares documentation for budget request.
- Monitors and manages projects and contractor services.
- All other duties as assigned.

Knowledge, skills & Abilities

- Basic Computer Skills, Microsoft Word, Excel, Power Point.
- Basic electrical including lighting circuits, motor control circuits, troubleshooting ability, etc.
- Basic plumbing including PVC, Cooper, Piping, Rest Room repair and installation.
- Knowledge and ability to utilize project management and practices.
- Knowledge and ability to utilize project safety management and to follow all facility safety rules.

Personal characteristics

- Confidential
- Honest
- Able to handle stress
- Ability to work independently
- Problem solver

Additional Notes

Work Environment – While performing the duties of this job, the employee is frequently exposed to work near mechanical parts, toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.