



BARN LIGHT

ELECTRIC COMPANY®

Job Title: Maintenance Technician

Department: Maintenance

Reports to: Manufacturing Supervisor

Supervisory Responsibility: No

FLSA Status: Non-Exempt

Physical Demands: Level III

Job Summary: Responsible for Performing work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Essential Duties and Responsibilities:

- Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment
- Installing, aligning, and balancing new equipment
- Repairing buildings, floors, or stairs. Excludes "Maintenance Workers
- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Performs minor HVAC maintenance (e.g. installing duct work and preventative maintenance on HVAC systems).
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas.
- Order parts and maintain required documents.
- Adheres to all company policies, procedures and business ethics codes.
- Maintain regular and prompt attendance

- Perform other duties as assigned.

Required Skills

- Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Ability to trouble shoot
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Building and Construction - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of hand tools

Preferred Skills

- Two years of experience as Maintenance Technician

Educational/Certification/License Requirements

- High School Diploma or Equivalent

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Barn Light Electric is an equal employment opportunity employer

Acknowledgement

I have received, reviewed and fully understand the above job description. I further understand that I am responsible and capable of fulfilling the satisfactory execution of the essential duties and physical demands described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____