

## **Maintenance Job Description**

### **Operations Department**

Position **Maintenance Technician**

Reports to **Maintenance Supervisor**

#### **Duties and Responsibilities**

1. Perform repairs and preventive maintenance on mechanical, HVAC, plumbing, lighting, electrical, interior / exterior building systems, and grounds (e.g., doors & windows, roofs & sidewalks).
2. Perform maintenance and repairs on power equipment.
3. Read and interpret equipment manuals and work orders in order to perform required maintenance and service.
4. Monitor and report faulty and / or insufficient equipment, and any conditions involving safety or security hazards.
5. Assist in maintaining manufacturing equipment, including inspections to diagnose electrical / mechanical problems, replacement of parts, making necessary adjustments, and testing.
6. Assist in maintaining maintenance records and parts inventories.
7. Assist in maintaining building safety and security systems.
8. Assist in construction and renovations projects.
9. Property and grounds maintenance, including snow removal.
10. Attend training and perform other duties as needs develop.

#### **Job Requirements**

1. Strong mechanical, HVAC, plumbing, and electrical aptitude
2. Minimum of three years of relevant maintenance experience
3. Ability to read and interpret schematic diagrams / measurements
4. Good written and verbal communication skills
5. Functional computer skills
6. Preferred experience in food production safety and quality processes equipment maintenance
7. Sound moral and ethical professional standards
8. Dependable reliability.
9. Thorough follow up and follow through on job assignments and commitments.

This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.