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# Example of Lead Maintenance Technician Job Description

Our company is growing rapidly and is hiring for a lead maintenance technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead maintenance technician

* Performs routine to difficult painting duties, including drywall or plaster repair, painting
* Rapid response, of all emergency situations
* Assist maintenance staff and other departments as needed, guide and train maintenance staff on proper repairs and servicing of equipment
* Ensure that work orders are complete and that the work that other maintenance employees have done has been done correctly
* Communicate with the management and other department heads regarding issues and concerns that needs to be addressed
* Be responsible for excellent communications with
* Assists with assuring that all maintenance department incidents are promptly reported and thoroughly investigated
* Utilizes the CMMS system and ECOWISE system to efficiently manage the operation of the center
* Perform the tasks required to maintain the daily operation of multiple sites (Pomona, San Dimas, and Glendora)
* Support the Facilities Manager in the execution of projects from conception to completion, managing the trades involved in each step of completion

## Qualifications for lead maintenance technician

* On-call rotation is required
* Knowledge of CMMS, PeopleSoft, Microsoft Word and Excel
* Requires standing, sitting, walking, crouching, kneeling, stooping, and climbing of steps and ladders
* Must be able use hands to handle and feel objects, or manipulate controls
* Requires the use of safety equipment as dictated by the work area
* 5 - 7 years related experience with industry-specific equipment