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# Example of Maintenance & Repair Job Description

Our innovative and growing company is hiring for a maintenance & repair. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for maintenance & repair

* Responsible for insuring sufficient inventories of required parts are on hand at all times
* Insure QA/QC requirements of new parts are met prior to going to stock / inventory
* Loading and unloading tools, along with completing all required shipping and receiving documents
* Perform tool tests and record required data
* Coordinate shop supply needs with supervisor for ordering and restocking
* Monitoring condition, cleanliness and calibration of all measuring equipment
* Perform routine preventative maintenance to ensure that machines and equipment continue to run smoothly
* Use tools ranging from common hand tools to precision measuring instruments
* Paint, prep and inspect tools to ensure all customer requirements are met prior to shipment
* Inspect used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, or other measuring instruments

## Qualifications for maintenance & repair

* Intermediate understanding of PLC Control systems
* Ability to work 1st or 2nd shift including weekends and holidays
* Beginning to Intermediate understanding of PLC Control systems
* Industrial electricial experience
* Ability to left a minimum of 25lbs
* Plumbing - basic knowledge of the installation and operation of various supply, disposal and utility systems and equipment, such as water, compressed air, and gas systems, fire sprinkler equipment and water closets