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# Example of Maintenance & Repair Job Description

Our growing company is searching for experienced candidates for the position of maintenance & repair. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance & repair

* Consolidates, communicates and ensures successful, timely, and on budget resolution of all R&M issues
* Creates and maintains work orders for ongoing national PM contracts
* On call rotation for monitoring all after hours R&M requests to ensure proper urgency and resolution
* Processing and approval of all R&M invoices
* Selection and set up of qualified vendors as needed
* Maintaining vendor primary and secondary assignments for each store/trade, and managing vendor performance standards
* Participates in RFP’s and assists with implementation and execution of awarded services
* Analyzes costs and repair activity to provide recommendations to Management to improve efficiencies and cost savings
* Participates in the development of the annual repair and maintenance budget
* Coordinate/schedule work with landlords as needed

## Qualifications for maintenance & repair

* Machining/Mechanical - skill to perform a full range of operations on most types of conventional machine tools and their various attachments
* Make recommendations for cost effective repairs and operating cost reductions - Work with peers and management to develop, implement and refine Preventative Maintenance actions for manufacturing equipment
* Experience - Minimum level of experience is eight (8) years of experience in this trade
* 5 years’ experience in maintenance position in a manufacturing facility
* Mowing grass
* Using push mowers and zero turn radius mowers