Downloaded from <https://www.velvetjobs.com/job-descriptions/maintenance-repair>

# Example of Maintenance & Repair Job Description

Our company is looking for a maintenance & repair. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for maintenance & repair

* Analyze 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 and five-year forecasting process
* Partner with and receive feedback Operations counterparts to ensure successful implementation and rollout of consolidated work order system
* Must have a journeyman’s card or at least 8 years documented experience in skilled maintenance work
* Must be able to read and understand blueprints, technical manuals and work instructions
* Must be able to work independently with a minimum of direct supervision
* Must be able to successful repair plant and office machinery
* Must be able to assist in the installation of new machinery as required
* Must be able to direct purchasing on the correct parts and services to allow for repair of machinery
* Must have solid welding skills

## Qualifications for maintenance & repair

* Candidate needs to be a self-starter, have very god mechanical aptitude, be results oriented and have the ability to work under pressure with deadlines and adjust to changing schedules
* Requires technical skills, attention to detail, good verbal communication skills
* High School Diploma or GED or Six months or more related experience
* Demonstrate dexterity and skillful use of hands
* Ability to lift, carry, and maneuver objects weighing up to 50 lbs., climb ladders or stairs, Able to stand for long periods, stoop, kneel and reach
* Verbal skills to communicate with staff, patients, family members, and management