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# Example of Maintenance Specialist Job Description

Our growing company is hiring for a maintenance specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for maintenance specialist

* Repair and maintain machinery, equipment, physical structures, associated with HVAC systems using hand tools, power tools
* Performs regular maintenance on HVAC systems
* Completes repairs and preventative work order on HVAC systems
* Detects malfunctions in HVAC systems, shuts systems down, and makes repairs
* Help with capital expenditure planning and execution
* Works independently and brings projects and repairs to a completion in a timely manner
* Must be skilled in the use of the tools, materials, and equipment of the HVAC trade
* 4+ years of experience in the HVAC trade which may include time spent in apprenticeship or vocational training
* Possession of a Refrigeration Certification
* Possession of a Driver’s License

## Qualifications for maintenance specialist

* Four years of experience in facilities maintenance experience to include all phases of preventive and corrective maintenance, including industrial and/or commercial facilities maintenance is required
* Career record must include the demonstrated ability to work independently and supervise others
* Ability to read and understand blueprints and specifications is required
* Minimum intermediate level computer skills with MS Office experience to include spreadsheets, word processing, and e-mail
* Minimal intermediate level database experience is required
* Experience with PLC/DDC, VFD, HMI, and automated building systems is preferred