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# Example of Operations & Maintenance Job Description

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

## Responsibilities for operations & maintenance

* On an as-requested basis, coordinates with commercial counterparts within the Chugach family of companies
* Working sporting events as scheduled and special events as needed, and assist with setup and breakdown
* Performing installation and repair of ceiling tiles, wall coverings, vinyl tile, carpet, cove base, window blinds, signage
* Recruits and hires employees
* Act as mediator to resolve any conflicts between operational groups and maintenance
* Develops and coordinates all off line charter company contracts and activities
* Oversee commissioning and customer turnover phases of transmission projects
* Develop maintenance work packages and schedules
* Effectively communicate contract and schedule requirements to site managers, field staff, and third-party contractors
* Perform SDLC and O&M tasks such as application design, software development, testing, release and configuration management

## Qualifications for operations & maintenance

* Knowledge and experience with Lean Manufacturing and/or Six Sigma
* Ability to work all shifts and periodic weekend work (as needed)
* Previous experience working in a unionized environment is a plus
* You hold an Associate’s degree in Business Management or technical discipline
* Manage and ensure that the Central Control Certifications Driver’s Certifications and any other Certifications are maintained
* Experience utilizing Continuous Improvement disciplines such as Six Sigma, Kaizen, Lean Manufacturing, 5S, 4 M’s