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

# Example of Operations & Maintenance Job Description

Our innovative and growing company is looking for an operations & maintenance. 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 operations & maintenance

* Recognizes and reacts to abnormal conditions and responds appropriately
* May perform or help others perform major maintenance and repairs, including main bearing replacements, valves, rods
* Reads and follows directions in manufacturers' maintenance manuals, engineering drawings, Standard Operating Procedures, and maintenance procedures
* Demonstrates continuous efforts to maintain safety, improve operations, decrease turnaround times and streamline work processes
* May operate cranes, winch truck, cutting torch
* May exercise custody and safekeeping over tools and inventory of spare parts and supplies
* Subject to call out during off duty times
* Work performed is normally routine and not complex
* Makes on-the-spot decisions as required regarding assigned repairs and communicates clearly with Supervisor, Water Coordinator(s), and/ or OCC
* Able to solve practical problems and deal with numerous variables in problematic situations and relay information accordingly to supervisor

## Qualifications for operations & maintenance

* A minimum of 3 years of experience in paper production or maintenance
* Experience in reliability, predictive and preventative maintenance
* Experience with Microsoft Office Suite, including Excel (spreadsheet creation/editing, pivot tables, formula creation, etc), PowerPoint (presentation creation/editing), and Word (creating & modifying documents & tables)
* Basic financial and statistical skills
* Seven (7) or more years of experience in paper production or maintenance
* Experience in the optimization of paper machine operations and reliability improvements