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# Example of Repair Maintenance Job Description

Our innovative and growing company is searching for experienced candidates for the position of repair 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 repair maintenance

* Handle and respond to after hours and weekend request and inquires
* Working in accordance with Amega West safety procedures
* Interviews, hires, trains, schedules and evaluates the staff
* Identify job priorities and complete the jobs accordingly
* Recommend reasonable demand of spare parts
* Assist department manager in communicating with outside contractors and authorities
* Direct and lead the Maintenance & Repair function in a productive, efficient, cost effective and safe manner
* Maintain the safest working conditions for M&R operations while ensuring that all company, state and federal laws and policies are adhered to
* Coordinate simulation and testing of equipment prototypes, delivery of purchased equipment
* Provide mechanical and process system troubleshooting problem solving methods and other routine maintenance functions to support the site

## Qualifications for repair maintenance

* Forklift operation experience preferred
* Basic proficiency in welding, electrical, pipe fitting, mechanical knowledge preferred
* Prefer three years' experience with shop machinery repair (Lathes, Mills, Drills, Pattern Burners
* Must possess basic electrical knowledge
* Maintain overhead cranes, including some electrical troubleshooting
* Associate’s degree or equivalent in industrial maintenance and/or relative discipline