



Example of Building Maintenance Technician Job Description

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Our growing company is hiring for a building maintenance technician. 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 building maintenance technician

- Participates in and assists with facility-related projects
- Works in accordance with Environmental, Health, and Safety Procedures, Standard Operating Procedures (SOPs), and current Good Manufacturing Practices (cGMP) Follow up on work completed by external contractors and report any issues to direct management
- Possesses knowledge to safely and effectively use maintenance tools and equipment
- May be called to respond for emergency or overtime work on weekends and holidays as required
- Capability to lift and/or move items up to or over 75 pounds
- Aptitude to read, interpret, utilize and train on manuals and schematics
- Associate's degree, trade school certification, or other verifiable training in a relevant technical field a plus
- Understand the importance of a good attitude and "team spirit" along with working well with other staff members
- Locating and diagnosing failures, replacing defective components, and performing basic troubleshooting using standard equipment, detailed drawings, diagrams, sketches, specifications, prints, manuals, and verbal and/or written instructions
- Repairing and maintaining machinery and mechanical equipment such as pneumatic tools, motors, conveyor systems and production machines and

Qualifications for building maintenance technician

- A high school diploma or equivalent level of education
- Ability to adhere and to properly execute processes and practices relating to facility operations and maintenance
- A strong work ethic with the ability to work effectively independently and as a member of a team
- Basic knowledge of Microsoft programs such as Word, Outlook, and Excel
- Good manual dexterity, mechanical aptitude, and high level of accuracy
- Flexibility to adapt to and perform shift work