



# Example of Facility Maintenance Job Description

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Our innovative and growing company is looking for a facility 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 facility maintenance

- Records and logs maintenance repairs and inspections
- Digs, sweeps, shovels, and pressure washes, as needed
- General facility cleaning
- Light Maintenance (light bulbs)
- Landscaping (mowing, trimming, sprinkler system)
- Assist in installation of new, and relocation of, existing equipment – involves dismantling, erection, leveling, fitting, and aligning operations
- Responds to daily facilities work orders and works on special projects
- Involved in using CMMS system
- Installs and makes repairs to interior walls, tile, carpet and coverings made of various materials
- Installs and makes repairs to various hardware, including but not limited to door closures, mortis and cylindrical locks

## Qualifications for facility maintenance

- This position requires a sense of urgency and the ability to meet difficult seasonal peaks, workloads and deadlines
- Ability to coach employees effectively for their development
- Ability to empower the workforce
- Minimum of 5 years of experience in the repair and installation of CNC equipment

- Knowledge of precision maintenance with the ability to develop understanding of plant processes and operational needs