



Example of Facility Maintenance Job Description

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Our innovative and growing company is looking to fill the role of facility maintenance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for facility maintenance

- Maintains outdoor grounds which may require some yard and concrete work
- May be required to perform other facility maintenance duties and functions or assist in other departments as needed depending on the needs of the business
- Administers general facility and grounds maintenance duties utilizing the CMMS system
- Performs most complex installs and repairs to interior walls, tile, carpet and coverings made of various materials
- Performs most complex installs and repairs to various hardware, including but not limited to door closures, mortis and cylindrical locks
- May at times, monitor and prioritize calls taken from various departments to coordinate facility maintenance to respond and resolve facility issues
- Works with department Leaders to delegate the activities of Facility Maintenance in order to optimize response times and resolve issues, set schedules
- Researches and requisitions replacement parts
- Assists in developing less experienced team members
- May be required to perform other maintenance duties and functions or assist in other departments as needed depending on the needs of the business

Qualifications for facility maintenance

- Experience in developing and executing capital projects (annual amount of

- Demonstrated business acumen with functional knowledge of maintenance, accounting, procurement, materials management and logistics
- CMRP certification from Society of Maintenance and Reliability Professionals
- Technical certifications in predictive maintenance technologies or precision maintenance activities
- Able to lift 50 pounds with or without a reasonable accommodation
- SIDA badge (as required per the Airport Authority)