



# Example of Facility Maintenance Job Description

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Our company is growing rapidly and 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

- Performs manual work at our Glenview Corporate Facility neighboring location
  - Oversees all building and ground repair for all facilities, including all overhead doors, roll-up doors, dock ramps, charging equipment and compactors
  - Coordinates the setup of new equipment and determines preventive maintenance schedules for all equipment, facility maintenance, and repairs for all facilities
  - Analyzes equipment repair expenses over time to help guide "repair or replace" decisions for individual pieces of equipment for all facilities
  - Manages parts inventory, including tracking and accountability for all company owned and consignment parts
  - Recommends and provides justification of all capital expenditures for all distribution centers
  - Establishes and maintains a safe and healthy work environment
  - Communicates thoroughly and frequently with distribution center leadership and associate teams as to status of repairs, maintenance related issues, equipment utilization
  - Manages outsourced janitorial teams for all facilities through direct interaction with janitorial supervision crew and ensures that hours worked by janitorial team are verified and that monthly invoices match hours worked
  - Maintenance/Construction Repair
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- Minimum three years of experience with various skilled trades used in building and grounds repair and maintenance
- Must have experience in installing lights, tile, carpet, metal and wood framing, drywall, painting, doors, toilets, urinals, concrete, grounds maintenance
- Valid driver's license with class E qualification and clean driving record. Experience in operating a variety of hand tools and equipment
- Ability to diagnose and troubleshoot malfunctions
- Must have experience and advanced knowledge in installing lights, tile, carpet, metal and wood framing, drywall, painting, doors, toilets, urinals, concrete, grounds maintenance
- One to three years' maintenance experience