Example of Repair Maintenance Job Description

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Our growing company is looking to fill the role of repair maintenance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for repair maintenance

- Utilizes technical manuals and brochures to determine equipment which meets establishment requirements
- Report directly to our customer's site daily
- Must have availability to be on call
- May serve as driver to haul equipment or chemicals to customer site
- Supervises small operation typically with 3 or less employees who receive, store, distribute and/or repair
- Hire and develop R&M staff, including goal setting, touch base meetings, and performance reviews
- Manage the resolution of reported problems and requested repairs from all stores, handling escalated issues and approvals, resolving communication and timing problems and responding to emergency situations
- Assume administrative responsibilities for the CMMS platform, Service Channel
- Ensure existing vendor information is up-to-date, including current insurance requirements
- Participates in all RFP's and assists with the implementation and execution of awarded services

Qualifications for repair maintenance

- Forklift experience a plus, does not have to be certified
- 12 months training or 12 months experience in maintenance repair

- Ability to add, subtract, multiply and divide whole numbers and to read and write simple sentences
- Skill in building and equipment maintenance and repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating.)
- Skill in use of associated hand and/or power tools and equipment (1 month experience or equivalent.)