



## Example of Senior Maintenance Mechanic Job Description

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Our company is searching for experienced candidates for the position of senior maintenance mechanic. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for senior maintenance mechanic

- Prepares reports, monitors maintenance schedules, and monitors employee time records
- Prepares schedules, oversees work activities, and performs actual work similar to other employees, however, does not conduct performance appraisals, counsel employees, or have the authority to hire, fire, set pay rates
- Performs other duties as assigned. Follows a routine based on established methods and procedures
- Analyzes facts to determine action based on standard practice and procedures
- Makes decisions based on cases not previously covered by devising new methods or modifying current procedures using general knowledge of field and company policies
- Uses creative efforts to make decisions on highly technical cases or involved projects with little precedent, requiring broad conceptual judgment, initiative, and evaluation of complex factors
- Participates in formulating and executing divisional plans and administering policies, objective and programs
- Assignment performed alone using established procedures, referring only questionable cases to Supervisor
- Receives only general direction refers only specific cases to Supervisor only if clarification or interpretation of policy is needed

## Qualifications for senior maintenance mechanic

- Must possess a valid driver's license with a satisfactory driving record
- Heating, ventilation and air conditioning equipment and operation, including but not limited to, boilers, steam generators, steam traps, air handlers, terminal units, air conditioning units, exhaust fans, dampers, motors, actuators
- Operate computer programs used in tracking and executing preventive maintenance work and programs
- Must be able to work at heights using Ladders and aerial work platforms such as boom lifts (60' max) Scissor lifts, and telescoping lifts
- Experience in working with, diagnosing and setting up PLCs is a plus
- Minimum of 1-2 years related maintenance experience working in a comparable facility is required