



Position:	Facility Maintenance Technician	Department:	Operations
Classification:	Hourly/Non-Exempt	Reports To:	Facility Supervisor
Date Created:	07/12/24	Last Revised:	07/12/24

Job Overview:

The Facility Maintenance Technician, reporting to the Facility Supervisor, plays a pivotal role in maintaining the facility's cleanliness and ensuring smooth operations. This position encompasses a wide range of maintenance and janitorial responsibilities. The Facility Maintenance Technician performs skilled and semi-skilled functions, including but not limited to carpentry, painting and minor electrical repair.

Essential Functions:

1. Maintain the facility's cleanliness according to a predetermined schedule.
2. Assists the Maintenance Mechanic with corrective, preventive, and emergency maintenance tasks.
3. Performs facility repairs, including carpentry, painting, minor electrical repair, and wall/floor repairs.
4. Performs routine warehouse floor maintenance, including sweeping, mopping, and operating powered floor scrubbers/sweeper.
5. Empties and cleans all waste and recycling containers, ensuring proper disposal.
6. Executes scheduled preventive maintenance (PM) tasks to uphold equipment functionality.
7. Identifies and reports building and equipment repair needs.
8. Adheres to safety, product handling, and security guidelines, and participates in daily stretching exercises.
9. Follows documented Food Safety/HACCP standard operating procedures.
10. Ensures timely completion of checklists and required records.
11. Maintains cleanliness and organization of storage areas for maintenance equipment, supplies, and tools.

Additional Responsibilities:

1. Addresses immediate cleaning issues, such as spills and safety concerns.
2. Manages inventory of maintenance, operational, and janitorial supplies.
3. Performs Day Warehouse Associate tasks as needed.
4. Supports the picking and product loading functions for Will Call customers.
5. Assists in cleaning storage bins, plastic pallets, warehouse floors, walls, and doors.
6. Supports setup and cleaning after food cuttings and special events.
7. Clears snow from sidewalks and applies salt to necessary surfaces.
8. Assists in cleaning the exterior of the facility and grounds.
9. Aids the Facility Attendant in performing cleaning and janitorial duties.
10. Completes ongoing training requirements satisfactorily.
11. Fulfills other duties as required or assigned.

Knowledge, Skills, and Abilities:

1. Ability to perform basic mechanical, electrical, carpentry, and plumbing installations and repairs.
2. Demonstrate sound judgment and maturity in handling unexpected issues.
3. Follow written and verbal instructions effectively.
4. Ability to obtain OSHA certification for operating warehouse rolling stock.
5. Possess basic computer knowledge (highly desirable).
6. Understand and interpret utility and system drawings.
7. Maintain a customer service-oriented, team-focused attitude.
8. Operate all necessary cleaning equipment proficiently.
9. Exhibit strong organizational abilities, follow-up skills, and attention to detail in work and communication.
10. Address team concerns and maintenance needs professionally and courteously.
11. Possess strong English language skills, both verbally and in writing.
12. Work independently with minimal supervision.
13. Ability to effectively prioritize assigned work.
14. Be punctual and dependable.
15. Demonstrate courtesy and tact.

Education/Experience (Preferred Minimum Qualifications):

Possession of a high school diploma or Graduation Equivalency Degree (GED),

AND

A minimum of one (1) year of experience with semi-skilled and skilled tasks, such as basic mechanical, electrical, carpentry, and plumbing installations and repairs.

Licenses/Certifications/Special Requirements:

1. Must pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug testing.
3. Subject to a pre-employment background check.
4. Experience in using a Computerized Maintenance Management System (CMMS) preferred.
5. Ability to be trained in and operate according to the documented lockout-tagout program.
6. Required to wear approved composite or steel-toe, slip-resistant work boots or shoes.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Limited</i>
Stand:	<i>Continuously</i>
Walk:	<i>Continuously</i>
<i>Intermittent Activity</i>	
Bend:	<i>Continuously</i>
Kneel/Squat:	<i>Repeatedly</i>
Climb Stairs:	<i>Frequently</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Frequently</i>
Typing/Keyboard	<i>Limited</i>
Vehicle Operation:	<i>Repeatedly</i>
PPE/Special Clothing:	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Repeatedly</i>
Push/Pull:	<i>Continuously</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling</i> <i>lbs.</i>	
Lift:	<i>0 – 80 lbs. Repeatedly</i>
Carry:	<i>0 – 80 lbs. Repeatedly</i>
Push:	<i>0 – 80 lbs. Repeatedly</i>
Pull:	<i>0 – 80 lbs. Repeatedly</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Frequently</i>
Exposure to Packaged Chemicals:	<i>Repeatedly</i>
Exposure to Temperature Contrasts:	<i>Frequently</i>