

## Facilities Technician



Department: Facilities  
Reports to: Supervisor

FLSA Status: Non-Exempt  
Location: 110 Terry Drive

**BASIC FUNCTION:** Maintain and troubleshoot facilities, electrical and mechanical issues.

### **JOB RESPONSIBILITIES:**

- Have and understanding of cGMP policies and procedures.
- Have and understanding of Preventive Maintenance programs.
- Perform electrical maintenance to install, maintain, and troubleshoot power distribution systems, branch circuits, lighting systems, transformers, and wiring methods and materials.
- Perform plumbing maintenance in replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc. The ability to weld, solder and braze various piping and materials.
- Ability to install, maintain, and troubleshoot relay logic, ladder diagrams, control components-- photo eyes, motor starters, relays, limit switches, proximity sensors, timers, solenoids, Servo drives, frequency inverters, linear drives, tachometers, and encoders.
- PLC programs, ability to troubleshoot ladder logic (read use for troubleshooting), components (CPU back plains, I/O boards, counters, modules, and devices) and communications modules (Ethernet).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- May act as the project coordinator for all size projects including large scale repair and new facility construction projects
- Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations
- Order parts and maintain required documents.
- Performs other work related duties as assigned.
- Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis.
- Assists the Facilities Manager in preparing the annual maintenance budget.
- Solicits bids and quotes from vendors.

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- Ability to provide enriched feedback to enhance individual performance.
- Develop and maintain good working relationships across all levels in the organization.
- Monitors contractor performance and works closely with outside vendors and contractors to ensure work is completed according to specifications.

### **ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:**

- Degree from a vocational school or college with a focus in the Mechanical or Electrical field
- 4 years apprenticeship or equivalent experience in the Mechanical or Electrical field
- Able to manage, lead, and influence others on the team
- Demonstrated ability to multi-task and prioritize many different projects and workload
- Ability to work independently
- Ability to communicate effectively, (written and verbally) with peers, management, contractors and vendors
- Must be highly self-motivated and customer-centric
- Leadership experience/aptitude, ability to mentor and develop training plans for other service technicians
- High school diploma or equivalent.
- Ability to work all days and shifts, including overtime (24 hours a day, 7 days a week operation, including holidays).

### **Experience and proficiency in the following areas:**

- Automated conveyors systems and controls.
- Electrical and electronic principles.
- Blueprint and electrical schematic reading.
- Knowledge of CMMS programs.
- Preventative maintenance procedures.
- Industrial electrical.
- Industrial controls.
- Industrial Electronics.
- PLC programs.
- Industrial PC literacy.
- Knowledge of N.E.C.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up

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to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The job demands here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended and should not be an exhaustive list of all principal job elements essential for recruitment and selection, for making fair job evaluations and for establishing performance standards. The percentage of time spent performing the various job duties is not absolute. The incumbent, who has the right to amend, modify, or terminate this job in part or in whole. This document is not a contract for employment.