



JOB DESCRIPTION

Job Title: Building Services Technician

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Maintenance Supervisor

SUMMARY

Performs routine facility maintenance functions for the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- General facility operation maintenance such as: repair/install plumbing fixtures, painting, carpentry work, flooring, drywall, etc.
- Operates power devices, such as floor scrubbing machines and power jacks.
- Empties and maintains outdoor waste cans and ashtrays.
- Assist with the cleaning and upkeep of the production area.
- Assist with safety issues and monitor eyewash and fire extinguisher sign offs.
- Cleans designated areas by mopping, sweeping, vacuuming and dusting.
- Cleans light fixtures, washes walls, ceilings, etc. using proper cleaning agents.
- Performs high dusting work.
- Polishes brass kick plates and metal ornamentation.
- Replenishes toilets with towels, tissue and soap.
- Is responsible for using cleaning chemicals in a safe manner.
- Is responsible for informing Purchasing Department when supplies need ordering.
- Trash/Recycling from offices daily.
- May perform janitorial duties as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Maintenance background helpful.
- General knowledge of cleaning chemicals.

PHYSICAL REQUIREMENTS

- Constant walking.
- Frequent lifting 20lbs and standing.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, working on a computer, climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)