



# Job Description

<b>Title:</b>	<b>Maintenance</b>
<b>Reports To:</b>	<b>Vice President of Facilities</b>
<b>FLSA Status:</b>	<b>Nonexempt: Full-Time, Hourly</b>

## Overview:

Maintenance is responsible for all aspects of maintaining Honeywell properties, including mechanical and electrical functions both inside and outside buildings as well as all contracted facilities.

## Essential Duties and Responsibilities (Note: Other duties may be assigned)

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Installs, maintains, and repairs machinery, equipment, physical structures, pipe and electrical systems.
- Perform basic construction: framing, drywall, flooring, and painting.
- Visually inspects and tests machinery and equipment, using electrical and electronic test equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose a problem or repair machine.
- Dismantles defective machines and equipment and installs new or repaired parts, following specifications and blueprints, using precision measuring instruments and hand tools.
- Installs and repairs electrical apparatus, such as transformers and wiring, and electrical and electronic components of machinery and equipment.
- Repairs and maintains physical structure of establishment.
- Performs setups and teardowns as needed.
- Preventative maintenance (conducted daily).
- Daily check of the in-house functions.
- Completes various tasks as assigned by Vice President of Facilities.

*Responsibilities are subject to change and increase as the position evolves.*



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## Knowledge, Skills and Abilities

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Confidentiality and Integrity:** Handles sensitive information with discretion and professionalism.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Project Management:** Experienced in leading projects, managing resources, and meeting deadlines.
- **Decision-Making and Problem-Solving:** Strong judgment in resolving complex issues.
- **Tech-Savvy:** Advancing in Microsoft 365 and leveraging technology for productivity.
- **Industry Knowledge:** Stays current on trends and best practices to drive innovation.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.
- Ability to assure proper function of electrical, plumbing, refrigeration, and other general appliances.
- Ability to install motors, appliances, and pumps.
- Schematic understanding.
- Valid driver's license.

## Education and/or Experience

High School Diploma or experience in a related field.

## Environment and Physical Demands

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment and outdoor environment with various conditions.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.



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<b>Other Requirements</b>
Position may require overtime including limited evening and weekend hours.