

# Maintenance Tech

## Brief Description of Position

The position of Maintenance Tech is responsible for completing routine and emergency repairs to equipment, fixtures, fittings and maintaining iAIRE's Production Facility equipment, tools and other duties as assigned.

## Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title:

- Comply with Company and OSHA policies; participate in safety and accident preventative meetings.
- Inspecting machinery, equipment, buildings and systems
- Completing small repairs
- Maintain Shear, Brake, Air Compressor, Laser Cutter Machine, Forklifts, Welding Machines, Band Saws, Table Saws, small hand tools, and portable tools.
- Other duties may be assigned to meet business needs.

## Qualifications

- High School diploma or equivalent
- Two years' Maintenance experience
- Ability to use Microsoft Office products like Outlook, Word, Excel Basics (No Formulas)
- Effective problem-solving ability
- Strong verbal and written communication skills
- Ability to communicate effectively with English and Spanish speaking employees