



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	MAINTENANCE/EQUIPMENT TECHNICIAN
Department:	Facilities/Maintenance
Reports to:	Facility/Maintenance Manager
Schedule:	Monday – Friday (or to be determined by Facility Manager) & overtime as needed
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities:

Perform all tasks assigned for facility maintenance and equipment repairs. Follow standard work methods as specified by NEL's Standard Operating Procedures (SOP's) and practice safe work habits in accordance with established safety guidelines to ensure the facility and equipment is as efficient and safe as possible.

Essential Duties & Responsibilities:

- Maintains and operate plant's boiler and related systems.
- Coordinates with departments to prioritize assigned work.
- Prepares and/or assists with equipment set up as assigned.
- Assists Facility Manager with writing and updating equipment related SOPs.
- Assists Media Supervisor/Manager in daily processes and process control.
- Possesses a State of Maine High Pressure Boiler Operator's License, or complete the steps to obtain one within a reasonable time from hire date (see below).
- Performs maintenance of the facility and grounds to include floor stripping, waxing, yard work, lawn mowing, snow shoveling and other related work as assigned.
- Performs preventive maintenance as assigned and from PM System generated work order.
- Performs routine repairs and modification of equipment.
- Performs work as assigned by department manager.
- Performs all duties in accordance with established safety guidelines and local codes.

Physical Demands:

- Occasional prolonged overhead work, walking, crawling, kneeling and stair climbing.
- Frequent heavy lifting.

Minimum Qualifications:

Education: High school diploma or GED equivalent.

Experience: Five (5) years' experience to include commercial carpentry, plumbing, electric and mechanical is desirable. Ability to read blue prints and schematics.

Other: Must be able to work with minimal supervision.

Must have valid driver's license and be insurable.

Must have a State of Maine High Pressure Boiler Operator's License or complete the steps to

1) obtain a boiler operator permit within the first year of employment; 2) complete the boiler operator license program within 6 months.

Must pass pre-employment physical to include vision, grip strength testing, lift 50 lbs to chest height and 20 lbs. overhead.

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