



Maintenance Mechanic – HVAC

This position has a strong focus on maintaining, troubleshooting and repairing facility equipment on all systems. A very high percentage of “HVAC preventative maintenance time” is expected. Individuals are expected to demonstrate technical expertise in HVAC maintenance & troubleshooting and be multi-skilled in other areas (pipe fitting/plumbing, electrical) in order to successfully complete daily/weekly work assignments.

Job Summary:

Performs preventive maintenance and repairs on facility systems and equipment. May include but not limited to: HVAC, Electrical, Plumbing, and Mechanical systems as required.

Essential Job Functions:

- Responds to emergency calls and works on-call schedules as needed (either during or outside of regular working hours). This includes but is not limited to, utility failures, and disaster response.
- Complete documentation (work orders, log books) to reflect work performed.
- Knowledge of OSHA standards and local codes.
- Team player, hard worker, good interpersonal skills, ability to communicate well in both oral and written reports.
- Good verbal and written communications skills are required.
- Skilled and physically able to operate electric hand tools, work on ladders, carry tools, lift and carry heavy loads, operate required equipment, and operate a motor vehicle.
- Coordinate with various departments for preventive maintenance, calibration and break down maintenance of facility equipment such as air handling units, air compressors, generators, facility lighting, and overhead doors.
- Under minimal supervision, conducts preventive HVAC Controls/BMS maintenance, repair, installation, and commissioning and general servicing of systems (including detailed troubleshooting of systems).
- Supervise activities carried out by outside contractors for any maintenance, new projects, and calibration.
- Participate in regulatory inspections from various organizations such as FDA, Environmental Protection, Utility Authorities, and Fire Department.
- Maintain documents related to preventive maintenance, break-down maintenance, and usage logbooks.
- Interact daily with various departments and outside contractors to interpret their needs and requirements and represent them in the fields.
- Cooperate and communicate effectively with manager/director and other participants to provide assistance and technical support.
- Determines equipment preventative maintenance schedule by reviewing preventative maintenance master plan.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Perform daily monitoring within the facility for safety and compliance purposes.
- Maintains product and company reputation by complying with federal and state regulations.

- Contributes to team effort by accomplishing related results as needed.
- Perform other related duties as required and/or assigned.
- Provide after hours and/or weekend emergency service support as needed.

Requirements and Qualifications:

- Strong technical ability and mechanical/electrical aptitude to troubleshoot and repair equipment malfunctions.
- Ability to work with multiple discipline projects.
- Decision making ability and skills.

Education:

- High School diploma required or technical certification in related field is preferred.
- HVAC Universal Certification.

Experience:

Minimum of 2 - 4 years previous experience in a manufacturing environment.
Experience in a GMP regulated environment.

Physical Requirements:

Employee must have the ability to perform job duties without injuring themselves or others such as bending, lifting, walking, sitting, turning, repetitive motion, and have the ability to navigate warehouse.

- Able to reach, push, bend, lift approximately 25 - 50 pounds.
- Ability to navigate office and plant floor working environments, stands, and reaches.
- Must have the ability to wear applicable personal protective equipment utilized at the site, including but not limited to respirators, safety glasses/goggles, and safety shoes.
- Must have English language fluency, both written and verbal.

Job Type: Full-time

Required education:

- High school or equivalent
- Required experience:
- Maintenance Mechanic: 1 year

Required experience:

- HVAC: 2 year
- Maintenance: 1 year
- Mechanic: 1 year
- Maintenance Mechanic: 1 year