



## Facilities Maintenance Technician II/III

SDIX LLC – Windham, ME

### Job description

Job Responsibilities:

Responsible for repairs and maintenance of facility buildings, equipment and grounds, facility security, and assist with facility planning, with all activities conducted within Company financial goals.

Responsibilities and Duties:

Performs and assists with preventative maintenance and repairs to facility buildings and equipment, to include electrical, plumbing, mechanical, carpentry, painting, calibration and related tasks.

Performs and assists with upkeep of facility grounds and related tasks, including operation of heavy equipment and snow removal.

Performs and assists with facility security tasks, to include alarm systems, generators, damage control, and related tasks. Provides weekend and holiday emergency coverage as member of on-call rotation.

Assists with facility janitorial services, to include cleaning and maintenance of laboratories, offices, lunchrooms and common areas, rubbish disposal services and related tasks when janitorial staff is unavailable.

Assists with facility planning, to include maintaining floor plans, researching, and evaluating building and equipment designs, collecting data and related tasks.

Maintain a clean, organized and safe work environment.

Trains to GMP standards, works with QA to assist in evaluation of equipment and facility change control and maintenance of site master file.

Oversees outside contractors, seeks, and reviews bids from outside contractors

Perform other duties as assigned by management.

will include rotating emergency weekend coverage

Qualifications: Knowledge, Skills and Abilities: Education, Experience, Job Skills, Equipment Skills, and Certifications)

- High School Diploma
- Journeyman level skills in two or more trades (Plumbing, Electrical, HVAC, Carpentry, Mechanic etc...)
- 2-5 years maintenance or contracting experience

- Solid troubleshooter- Able to find the cause of malfunctions and effect repair.
- Computer literate with Word, Excel, internet, email and related programs.
- Knowledge of maintenance related SOPs (calibration, preventative maintenance, etc.)
- Desired: Certification programs in electrical, plumbing, mechanical, carpentry, or welding.
- Valid driver's license.

Skills and Abilities:

- Ability to conduct repairs unaided or as a team
- Workplace and task organization
- Accurate maintenance of logs
- Recommendations to improve efficiencies
- Familiarity with advances in trades and applications to facilities.

Supervisory Responsibilities:

Oversee and escort outside contractors, may oversee contract labor on in-house projects.

Job Type: Full-time

Expected hours: No less than 40 per week

Benefits:

- Flexible spending account
- Health savings account
- Retirement plan

Experience level:

- 2 years
- 3 years
- 4 years
- 5 years

Schedule:

- 8 hour shift
- Monday to Friday
- Weekends as needed

Work setting:

- In-person
- Outdoor work

Ability to Relocate:

- Windham, ME 04062: Relocate before starting work (Required)

Work Location: In person

\*SDIX, LLC is an equal opportunity employer