

Job Title: Senior Facilities Maintenance Specialist
Department/Division: Maintenance - Facilities
Reports to: Director Facilities, Maintenance and Safety
Grade: 10



Job Summary:

Responsibilities include working closely with the Production Maintenance – Facility Manager in the administration and monitoring of the Building Automation System. Accountable for utilizing the full capacities of the system trend logs and maintain records for the purpose of meeting requirements set forth by various certifications and validations. Production Maintenance – Facility Manager in the training of Facilities Maintenance Staff. Training will be accomplished by providing hands-on experience along with the recommendations of formal classroom training. Formal training in the use of the Building Automation System and associated technical equipment is a high priority. Training for this is continually updated to meet ever-changing needs and to provide performance improvements in services provided by the department. Position requires written and verbal communications along with organizational skills in record keeping. Record Keeping includes all record forms, trend logs, along with logging and documenting any approved changes to support equipment, building structures and utilities. Routine preventive maintenance and troubleshooting of all production support equipment. Monitor and trouble shoot HVAC equipment and controls. Ensures the passing of both internal and external audits. PC skills in the use of Microsoft Word, Works, Excel and other programs are required. Position requires skills and ability to communicate one-on-one with all levels of TAPEMARK's internal and external customers.

Duties/Responsibilities:

Performs general facilities maintenance duties. This includes repairs, maintenance and/or alteration to the physical buildings structures and involves basic construction duties including carpentry, plastering, painting, repairs of doors, door hardware, dock levelers, sheet rock walls, roofs etc. May perform other related duties as assigned by manager. In addition to weekly scheduled hours, position is to be on call on a rotating basis. Ensure all HVAC and other support equipment is maintained to maximize operational efficiencies. Performs all standard corrective maintenance, and preventive maintenance work orders. Follows established procedures, and completes associated documentation as required within time standards set by the work orders. Updates and makes modifications to existing work order as required. All assigned equipment is kept operational with no unnecessary down time. Comfort levels are maintained to facility standards, and complaints are always kept to a minimum.

Demonstrates professional performance and leadership within the Facilities Maintenance Department, which includes trade skills such as electrical and mechanical repairs, carpentry, minor plumbing repairs and building hardware replacement.

Responsible for acting consistently with Tapemark's core values of Excellence, Responsibility, Integrity, Community, Knowledge and Attitude to ensure the organizations effectiveness and success.

Education and Experience:

- High School Diploma or equivalent required.
- Post high School training in one or more areas related to the facilities maintenance and operations.
- Must meet physical requirements for Tapemark employees.
- This position is required to carry current licensing in Boiler Operation, Refrigeration & Recovery and Electrical Maintenance from the State of Minnesota.
- Formal training in two or more trades related fields or the equivalent in work experience.
- Five or more years of hands-on experience in facilities maintenance or a background in basic physical property construction. Over five years in the maintenance of lawn sprinkler and a full background in landscaping design and installations.
- An in-depth knowledge of electrical repairs, plumbing, carpentry and related trade skills.
- A basis knowledge of individual machinery and HVAC support equipment including the monitoring of boilers, chillers and control systems such as DDC and Microprocessors.
- Mastering of most trades and related construction skills.
- Knowledge of safe use and maintenance of all power tools and other trades related equipment.
- Ability to determine and plan the repairs or corrective actions required while maintaining the facilities as well as all mechanical support equipment.

The above job description does not constitute a contract of employment, and Tapemark may exercise its employment-at-will rights at any time.

Employee Signature

Date