**MAINTENANCE TECHNICIAN**

**Elreha, H&T Global Circuits** is a worldwide leader in Printed Circuit Boards, and one of the largest privately owned circuit board companies in the world. H&T Global Circuits provides small and large corporations, worldwide manufacturing solutions to meet the ever changing global market through the production of single and double sided boards, and multi-layer boards.

**JOB DESCRIPTION: MAINTENANCE Technician**

**General Summary:** The Maintenance Technician under general direction, is responsible for general maintenance and janitorial duties, performs increasingly complex maintenance and technical work repairing building systems, electrical systems, small machines, equipment and grounds

**RESPONSIBILITIES:**

* Responsibilities include but are not limited to assisting with repairing, maintaining, installing and troubleshooting industrial equipment, systems
* Assisting with performing preventive/predictive maintenance
* Resolving safety concerns
* Clean building floors by sweeping, mopping, scrubbing, or vacuuming; services, cleans, and supply restrooms, and gathers and empties trash
* Performing indoor and outdoor housekeeping
* Monitoring inventory supplies
* Maintaining maintenance records.
* May perform the replacement of minor electrical devices.
* May operate various grounds keeping equipment associated with mowing, planting, trimming, or pruning, etc. as required. Operates sprinkler systems, performs corrective action for lawn stress situations, and utilizes appropriate fertilization compounds and systems.
* May operate and maintain heavy equipment such as floor scrubbers, buffers, forklifts or grounds keeping equipment such front end loaders or a back-hoe.
* Moves furniture and equipment as assigned.
* Other duties as assigned

**COMPETENCIES:**

* Demonstrate effective oral and written skills
* Display effective interpersonal skills sufficient to build positive, productive and effective professional working relationships, with customers and associates
* Good organizational skills
* Demonstrate knowledge and use of key tools and equipment used for inspecting / measuring mechanical attributes

**QUALIFICATIONS:**

* Experience working in a manufacturing environment
* Experience cleaning
* Ability to read maintenance literature printed in English required.
* Basic Microsoft Office computer skills required.
* Driver’s license