

# MAINTENANCE TECHNICIAN

## **Employment Requirements:**

**Education:** High school diploma or GED

**Experience:** Manufacturing maintenance experience

**Skills:** Good manual dexterity  
Attention to detail  
Personnel Test score of 16 or above  
Must be at least 24 years old for insurance purposes

**Hours:** 7:00 to 4:00 Monday thru Friday (Schedule may vary depending on need)  
Overtime (Occasionally as needs require)  
Candidate will work year round

**Environmental Considerations:** Work is performed in a office/manufacturing setting with normal temperature and environmental variations.

**Physical Requirements:** Standing, stooping, bending, lifting, climbing, and walking on concrete with intermittent periods of sitting throughout the day. Ability to operate a motor vehicle. Lifting (10-50) pounds or more may be involved.

## **General Job Description:**

Under general supervision the employee performs duties that facilitate the fulfillment of maintaining manufacturing, warehouse, grounds and office areas.

Job requirements include:

Good sense of urgency

Working knowledge of electrical, mechanical, HVAC, plumbing, and painting in relation to manufacturing equipment, groundskeeping and building maintenance. Certifications good but not required.

Valid drivers license

Ability to operate forklift and scissor lifts

Ability to diagnose, repair and maintain equipment used in manufacturing, warehouse and office settings.

Maintain service and inspection schedules for various equipment and machinery

Setup and operation of production equipment

Good communication skills for work involving management, hourly and vendor personnel

Coordinate work of maintenance department with other departments so as not to interrupt work flow

Support the implementation, achievement and maintenance of quality, safety, TOSHA, OSHA and any other safety standards and environmental policies and procedures as well as, participation in any necessary training

Knowledge of record keeping and cost estimating

Knowledge of equipment, supplies and tools used by the department and the maintenance of that equipment

Advise and consult with maintenance supervisor on property maintenance and repair including building exterior, interior, and groundskeeping

Comply with safety regulations and maintain a clean and orderly work area

Other duties as assigned.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Maintenance Technician will follow any other instructions and perform any other related duties as may be required by their supervisor.

Physical presence at a Reading for Education location is required for the performance of this position.

Applications can be made by visiting [www.readingforeducation.com](http://www.readingforeducation.com) Download the application, complete, and email to [pselley@rfe.net](mailto:pselley@rfe.net) or mail/drop to RFE 180 Freedom Avenue Murfreesboro, TN 37129. Fax to 615.494.4010.