

Facilities Maintenance Coordinator

JOB DESCRIPTION

Job ID#: 2018-014C

Regular/Temp: Regular Employee

Full-Time/Part-Time: Full-Time

Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

Job Summary: We have an opportunity for hard-working individual who takes pride in their work to become our Facilities Maintenance Coordinator to provide support to Facility Operations and Executive Management to maintain building and grounds.

DUTIES AND RESPONSIBILITIES

- Works independently to solve problems bringing solution options for issue resolution.
- Oversee the repair and/or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Oversee and perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Record type and cost of maintenance or repair work.
- Minor plumbing.
- Compressor, Generator, & Machine Maintenance—Inspects equipment to diagnose machine malfunctions.
- AC Maintenance, Replace Fan Belts, etc.
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Conducting regular inspections and ensuring the upkeep and maintenance of all areas of a facility.
- Ensuring the proper working of all electrical units and systems in the facility.
- Facility & Grounds Maintenance—Repair & Fixing of Facility, Patching Holes, Painting, Carpet Repair, Drywall Repair, Replace Bulbs & Ceiling Tiles, Mowing Grass, trimming trees and hedges, blowing leaves—maintaining appearance of property to meet code.
- Regular use and safety of Ladders & Man-Lifts.
- Keeping a record of all the day-to-day maintenance and service activities undertaken in a facility.
- Complying with all corporate policies and the Occupational Safety and health administration rules (OSHA) while carrying out maintenance functions.
- Placing orders for spare parts and equipment for replacement and ascertaining the proper documentation of the same.
- Synchronizing work processes with other departments of the establishment of as little down-time as possible.
- Maintain clean facility: cleaning of bathrooms-kitchenette-breakroom, emptying trash, dusting, vacuuming, polishing floors, & general facility upkeep.
- Performs outside custodial duties to include mowing lawn, trimming shrubs, etc.

- Performs interior and exterior pest eradication.
- May obtain estimates from suppliers, repair parts; orders parts as needed.
- Performs related duties as assigned.

JOB QUALIFICATIONS

- **A hard worker dedicated to getting the job done and doing it right the first time.**
- **Someone who takes pride in the appearance of the facility & grounds.**
- A fast learner.
- Experience with an various maintenance and upkeep of machines, air conditioners, basic plumbing, painting, etc.
- A proven ability to organize and effectively manage multiple projects and meet deadlines.
- Strong oral communications skills.
- An orientation toward superior customer service.
- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients and their missions.

MINIMUM REQUIREMENTS NEEDED:

- **Must have 3-5 years of maintenance management experience, combination of education and related experience in facilities maintenance, property management, construction, electrical, air conditioning, and general machine maintenance.**
- AA/AS degree (trade or tech school) from an Accredited College/University with equivalent experience of two (2) years of specialized training, trade or tech school, or High School/GED.
- Preferred: OSHA trained/certifications.
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- **MUST Successfully Pass—Background Check, Reference Check, & Drug Test.**

Travel Percentage: None expected, may require local visits to vendors/Home Depot/Lowes. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa. For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.

Removal Date: 01-Oct-2018