



Job Description

Job Title: Facilities and Equipment Technician

Department: Operations

Reports to: Facilities and Equipment Manager

JOB DESCRIPTION

A. Purpose and Scope

A Facilities and Equipment Technician supports the Facilities and Equipment Manager in the care and regular maintenance of the company's buildings, building systems and production equipment

B. Responsibilities

- Perform basic building and property maintenance.
- Support scheduled and unscheduled facility and equipment maintenance.
- Track equipment down-time and manage data and reporting. Walk facility daily to review all equipment downtime logs and action maintenance as needed.
- Support the Preventive and Predictive Maintenance plan for the company and ensure the execution aligns with TPM. Maintain database of maintenance events and track the on time completion of scheduled events
- Manage database of equipment and facilities information, files and records
- When required additional roles and responsibilities may be assigned at the discretion of the Facilities and Equipment Manager.

C. Organizational Relationships

This position interacts closely with the Methods, Manufacturing and Repairs Teams

JOB REQUIREMENTS

A. Academic Qualifications

- Successful completion of Grade 12 or equivalent.
- Diploma or Certificate from College / University program (Facilities and Maintenance preferred)

B. Training

- Basic 2D Computer Aided Design ability
- Knowledgeable in lean manufacturing and TPM considered and asset

- Knowledgeable in building systems and typical production equipment, equipment performance management and monitoring, and preventative maintenance programs and strategies.

C. Experience

- 1-3 years of experience working as general laborer
- Experience in a product line or matrix organization would be an asset.

D. Managerial Experience

- Not required

E. Skills

- A confident sense of urgency.
- Must be able to speak, read, write and understand English
- Ability to build a team culture and working environment
- Excellent communication skills, both verbal and written
- Project management and time-management skills
- Proficient computer skills.

E. APPROVAL

Employee

Date

Manager, Facilities

Date

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