



Maintenance Technician - Nights

Job Opportunity

We currently have an opening for a **NIGHT MAINTENANCE TECHNICIAN**. This position is non-exempt, hourly, and will work from 11:00 pm – 7:00 am, five nights a week (M-F) with a 1/2-hour lunch.

Responsibilities

- Responsibility for the completion of all maintenance repair requests assigned by Maintenance Manager.
- Routinely inspects every piece of equipment in order to determine if any repairs are needed.
- Schedule and complete the "Preventative Maintenance Program".
- Troubleshoots and repairs when needed all electrical, mechanical, heating and cooling equipment.
- Approves all purchases through the Maintenance Supervisor and when needed goes to the local service centers for parts and if necessary delivers equipment for offsite repairs, turns packing slips into Maintenance Manager.
- Maintains inventory controls and informs Maintenance Manager of parts needing to be ordered for cost effective operations.
- Maintains and services air filters on all air conditioners; cleans filters in pressroom every two weeks, or weekly if necessary; other filters are cleaned monthly.
- Assist in monitoring all work being performed by outside contractors.
- Works in a safe manner, follows safety procedures (i.e. Lock-out Tag-out), and keeps work area clean and orderly; tools and spare parts maintained, clean and in their proper place.
- Carry pager/cell phone as required for on-call maintenance.
- Work within expense limits established.
- Monitor and maintain all building systems as assigned.
- Responsible for alerting the Property Manager of any unusual occurrence and/or damage that have taken place or that may occur.
- Complete payroll time sheets and mileage reimbursement and submit to supervisor as determined

- Maintain a professional courteous manner with all residents, vendors, contractors, and fellow employees.
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines.
- Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
- Follow established company policies and those outlined in the Employee Handbook.
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.
- Special projects and other responsibilities as may be determined. Performs any other duties that may be assigned.

Minimum Qualifications

- **Three years related mechanical/maintenance experience in a production facility.**
- Knowledge of mechanics, electricity, oils & lubricants, heating & cooling systems.
- Know the process of printing, binding and mailing.
- Troubleshoot and repair production equipment.
- Read electrical prints, micrometers and gauges.
- Do plumbing, sweating copper, black pipe and PVC.
- Retain knowledge & recall previous repairs, keeping notes and knowing correct way to repair.
- Make repairs to OEM specs.
- Identify and repair or report future equipment defects.
- Prioritize multiple breakdowns and make sudden repairs only after request from a Shift Supervisor or above.
- Estimate close approximation for time to repair.
- Know how to test and repair high voltage.
- Do minor welding, cutting, drilling, machining, construction work.
- Communicate effectively, both verbally and in writing.
- Maintain clear, concise and accurate records.
- Follow written and verbal instructions, procedures and employee handbook.
- Handle multiple priorities.
- Use various computer programs and office equipment.
- Have good working relationships with fellow employees.

- Work independently without supervision in an efficient and timely manner.

Physical Activity Requirements

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 60 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Any lifting that exceeds 60 pounds must use team lift strategies or powered lifting assistance

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Grasping: Applying pressure to an object with the fingers and palm.

Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

How to Apply:

Please submit your letter of interest and resume to nancy@ovidbell.com

or come on-site between the hours of 8:30 am – 4:00 pm and fill out an application.

The Ovid Bell Press, Inc., is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.