

# Maintenance Technician

**Report to:** Chief Engineer

## **Job Summary:**

Responsible for performing all maintenance services covered under the Project scope. Responsible for responding to emergency situations.

## **Primary Responsibilities:**

1. Perform and/or coordinate the critical and non-critical maintenance services for operation of facility as directed by Chief Engineer.
2. Obtain budgets as directed by Chief Engineer.
3. Be primary first responder to all maintenance customer emergencies when directed by Chief Engineer.
4. Manage vendors and subcontractors.
5. Manage customer and vendor relations.
6. Manage on-site vendors to ensure customers are protected from downtime and to ensure all services sold are provided.
7. Assist in developing and implementing Methods Of Procedure (MOPs).
8. Assist in preparation of reports of all maintenance activities and distribute as required by Chief Engineer.
9. Manage documentation for all contracts, reports, schedules, and databases as required for customer satisfaction.
10. Manage and implement maintenance schedules and calendars.
11. Report additional services (repairs) as a result of maintenance services to Chief Engineer.
12. Perform periodic recording of PDU, STS, UPS, Generators and other electrical systems readings and prepare timely reports.
13. Assist in maintaining documentation.
14. Determine, prepare and maintain spare parts and tool inventories.
15. Manage and update panelboard schedules.
16. Periodic check of battery conditions including reviews of battery monitoring reports.
17. Coordinate and perform periodic checks of mechanical systems including regularly scheduled maintenance.
18. Provide monitoring system management including detailed report on all alarms, lead/lag status, trending reports, periodic test of monitoring systems, detailed Alarm/failure analysis, periodic training of operators.
19. Provide/Update and test emergency response procedures.
20. Review and update Operations and Maintenance Manuals including posting critical information as required.
21. Maintain preventative maintenance records including repair logs.
22. Maintain work rule procedures and update documents as required.
23. Maintain access control procedures.
24. Maintain Labeling Controls.
25. Maintain Generator Run Logs.
26. Maintain Spill Containment records.
27. Maintain As-built.
28. Be available 24 x 7 x 365 via phone with contingency plan.
29. Implement safe practices.

## **Knowledge and Skill Requirements:**

1. Knowledge of company and customer policies.
2. Knowledge of operations of all equipment maintained.
3. Intimate knowledge of electrical and mechanical systems maintained.
4. Strong ability to troubleshoot and resolve emergency situations.
5. Technical skills to review reports from vendors and on-site maintenance associates for concerns and/or issues.
6. Ability to write summaries of reports.

7. Ability to respond to customer questions, concerns, and emergencies in appropriate level of urgency.
8. Demonstrate proficiency in computer programs, such as Microsoft Office.
9. Ability to create standard operating procedures relating to work orders, invoices, vendor and company reporting and scheduling.
10. Ability to understand, review, and prepare maintenance contracts from company to vendors and from customers to company.
11. Ability to prepare estimates for repairs and small maintenance projects.
12. Ability to conduct meaningful meetings.
13. Strong communication skills.
14. Knowledge of proper safety requirements.

**Working Conditions:**

The Maintenance Technician will be at customer sites working near electrical and mechanical systems, construction activities, and data centers. Technician must be able to climb ladders, negotiate through aisle ways, and lift and manoeuvre loads up to 50 lbs. This position will be on call 24 x 7.