

Maintenance Positions

We are currently hiring for multiple Maintenance Positions. Please read each description and specify which maintenance position you are applying for.

Please note specific positions requirements and responsibilities may exceed the general descriptions listed below.

Under the direct supervision of the Maintenance Manager, the Maintenance Employees will be responsible for performing general maintenance and repairs on facility equipment and property structures, in addition to performing grounds maintenance. All work will be done in compliance with EPA, Hazmat and OSHA safety rules and regulations. If you have prior experience in a maintenance role at a biotech or pharmaceuticals company, we encourage you to apply for one of these positions today.

General Responsibilities

- Perform minor building, HVAC, plumbing, electrical and painting repairs as necessary
- Implement preventative maintenance measures
- Maintain inventory of repair equipment and supplies
- Complete inspections of offices and laboratories with Maintenance Manager
- Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocol
- Perform other maintenance duties as requested

General Requirements

- Physically capable of lifting 50 pounds unassisted
- Experienced in operating a variety of equipment, including snow blowers, lawn mowers and small hand tools
- EPA certification required
- Effective written and oral communication skills
- Able to work well with minimal supervision
- Ability to prioritize tasks and follow specified procedures

Maintenance Positions

General Maintenance Worker – Entry level

Maintains services and conducts minor repairs on buildings and equipment. Performs a variety of skilled duties in the areas of plumbing, HVAC, carpentry, machine servicing, and minor electrical. Building and grounds upkeep would also be a responsibility of this position. Employees should have a minimum of 1-year experience in the maintenance field, or a strong mechanical aptitude.

Maintenance Technician 1

Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on electric motors, pneumatic tools, conveyor systems, and CNC machines. Should have a basic understanding of operation and troubleshooting of all equipment in the facility. Mechanical and electrical skills should be solid and developing over time. Troubleshooting methods may be lacking but should also increase with experience and time in the department. Will work with upper level maintenance staff to identify and resolve issues in machinery. Employees should have a minimum of 2 years of experience in the maintenance field, or a very strong mechanical aptitude.

Maintenance Technician 2

Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on electric motors, pneumatic tools, conveyor systems, and CNC machines. Should have a strong understanding of operation and troubleshooting of all equipment in the facility. Troubleshooting methods should be at an intermediate level with minimal guidance needed. Should have a combination of electrical and mechanical troubleshooting. Employee should be experience with PLC, and/or robotics, and CNC repair. Employees should be able to identify any accuracy issues in CNC equipment. Employees will work with all levels of maintenance staff to identify and resolve issues in machinery. Employees should have a minimum of 5 years of experience in the maintenance field, or proven the need for advancement

Senior Maintenance Specialist

Works under minimal supervision. May assist in training, orienting, or observing lower level semi-skilled employees in the group. Should have a very strong electrical and mechanical troubleshooting background, should have no problem identifying and resolving any issues that arise on all equipment located at the facility. Troubleshooting methods should be at an advanced level. Should have experience in installation and leveling of machinery. Should be capable of design, planning and building electrical panels and retrofits. This employee should have proven leadership skills. This position would be working towards a department lead position. Employees should have a minimum of 10 years of experience in the maintenance field.

Maintenance Clerk

Responsible for all clerical duties in the maintenance department. Employee must have very good typing and data entry skills. Experience with Microsoft office is required. Employee will be responsible for answering calls as well as keeping good relationships with vendors. This employee will work with the other members of the maintenance staff to keep inventory levels safe. Purchasing as well as receiving of all parts coming into the department will also be a primary responsibility of this position.

Janitor

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing garbage. Duties will include operating ride on sweepers and scrubbers, as well as cleaning snow or debris from sidewalk. Main priority of this position is to keep all buildings and departments clean for all other employees, as well as presentable while visitors are present.

Responsibilities

- Perform general cleanup of all areas of the building as directed
- Manage routine upkeep of exterior areas, green space and parking lot
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling daily and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests
- Ensure rooms are maintained and fully equipped

Requirements

- Previous janitorial experience
- High school diploma/GED required
- Willingness to work early morning or late-night shifts
- Ability to work well under minimal supervision
- Capacity to take direction
- Strong attention to detail
- Physically capable of lifting and moving objects up to 30 pounds as necessary