

Maintenance Engineer

Responsibilities include:

- Service the wood CNC vacuum pump
 - Check oil levels and clean intake filters weekly
- Repair broken shop tools and installation tools, electrical cords, etc.
- Repair CNC machines and work with CNC technicians to resolve issues
- Service the saw jet, bridge saw, edge polisher, table saws, plainer, glue pots, polishers, water and vacuum pumps, and hydraulics on filter press
- Keep logs on machine maintenance, including routine maintenance for each machine
- Research parts and pricing with different vendors and communicate with Purchasing Agent
 - Keep necessary parts in stock to prevent excessive down time
- Oversee water filtration system
 - Clean and maintain appropriate water levels and water quality
 - Work with shop managers to minimize production downtime while servicing
 - Schedule a crew to perform major maintenance during off hours
- Oversee dust collection system
 - Clean and maintain filters and individual drops to machines
 - Grease the motor and fan bearings on top of the unit
 - Schedule regular cleaning of all dust from overhead and hard to reach areas
- Oversee compressed air system
 - Check oil levels regularly
 - Clean and maintain filters in each air compressor
 - Perform regularly scheduled maintenance on compressor units
 - Inspect and maintain all air lines and fittings throughout shop
- Oversee overhead crane system
 - Inspect for wear and keep in safe operating condition
 - Repair and replace seals, gaskets, and pads on lifting equipment
 - Rebuild vacuum pumps as necessary
 - Schedule annual inspections
- Maintain building and grounds
 - Snow blow, shovel, and salt entrances
 - Work with contractors on pricing for lawnmowing and snowplowing
 - Clean and replace filters on all HVAC equipment, inside and outside of the building
 - Cover A/C units for winter
 - Maintain all man doors, garage doors, lightings, and safety railings/chains
 - Schedule any necessary service or repairs
- Manage sprinkler and backflow prevention
 - Check pressures
 - Schedule inspections
- Adjust outdoor signage and lighting times
- Read and record electric meter readings monthly at 2855 Clinton Street
- Complete miscellaneous tasks as necessary, such as mold removal, lock changing, etc.

Benefits include:

- Medical, dental, and vision insurance offered after 90 days of consecutive employment
- 401K eligibility after one year of consecutive employment with employer match options
- Paid holidays begin after one year of consecutive employment
- One week paid vacation after one year of consecutive employment, 2 weeks paid vacation after three years of consecutive employment
- Sick time begins accumulating immediately (1 hour earned for every 30 hours worked), up to 5 days per year