

Professional Carpet Systems

Job Description

Job Title: Maintenance Specialist
Reports to: Production Supervisor
Department: Operations

Issue date: December 2009

Purpose

The purpose of this job description is to increase an individual's ability to successfully perform the job position. In order to be successful in any position within our organization, it is important that every team member knows what the job entails and what is expected.

Overview

As a team member of PCSNiagara this position acts as an integral part of our processes to maintain vehicle's and equipment in a "like new" condition which provides the "back stage" allowing Specialist's to maintain our high quality cleaning standard. Not only is this position instrumental in maintaining efficiencies within the production department of our organization it is also an important factor in keeping our work environment a safe one. As a representative of Professional Carpet Systems you will be expected to meet and exceed the outstanding reputation that we have built in the Niagara region as an ethical, trustworthy, knowledgeable organization.

Responsibilities

- Complete adherence to company policies and mission, vision, value statement
- Check and complete maintenance/repair work requests
- Determine equipment problem if not identified
- Report on required parts
- Perform equipment repair – mechanical/electrical/plumbing
- Perform minor vehicle maintenance and repairs
- Perform building/property maintenance
- Assist in maintaining parts inventory
- Complete all required company report forms (paperwork)
- Perform and adhere to preventative maintenance guidelines set by manufacturer and PCSNiagara standards
- Drive commercial vehicles safely according to road conditions and Ministry guidelines
- Care and control of all tools and equipment
- Participate in achieving monthly and yearly financial goals
- Participate in company meetings and training sessions
- Participate in personal and professional self development programs within the company as well as on personal outside time
- Meet company accepted standards (metrics) for accuracy and completion of responsibilities
- Other responsibilities as required

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Health & Safety

Professional Carpet Systems regards its employees as the most valuable asset in the company. It is the policy of our company to provide a safe and healthy work environment through a proactive occupational health and safety improvement process. It is every team member's responsibility to promote and adhere to our health and safety programs to ensure that we always maintain a safe working environment.

Qualifications

High school education
Driver's license and clear driving record
Mechanical experience and aptitude
Bondable

Competencies

Technical – Read, speak and write English, basic math, set up, operate and troubleshoot equipment, operate a commercial vehicle, oral presentation, organized, high quality standards, communicates effectively, strategic thinking, self control
Behavioral – Commitment to personal development, situational judgment, integrity, concern for quality and standards, stress management and flexibility, positive attitude, internal customer service, problem solving, coachable, deliver results, personal responsibility, directness

Work Environment

While performing the essential functions of this job, the employee frequently works in cool/hot or humid conditions (non-weather) as well as outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
The noise level in the work environment is moderately loud when performing tests on equipment.

Physical Demands

Heavy lifting (80 lbs.), bending, stretching, kneeling, crouching and crawling. Constantly standing, walking. Handle or operate tools and controls and reaching with hands and arms.

Equipment

A variety of carpet cleaning and other cleaning equipment.
Hand and power tools including but not limited to, tool kit, wrenches, drills, saws, grinder, multi meter.
Personal Protective Equipment.

Schedule

Off hours, weekends or evenings
Flexibility required

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Supervisor Signature: _____ Date: _____