

NEAL MAST GREENHOUSES - JOB DESCRIPTION



DEPARTMENT: MAINTENANCE

LOCATION: MULTIPLE

JOB TITLE: MAINTENANCE TECH LEAD

REPORTS TO: MAINTENANCE MANAGER

SUPERVISORY RESPONSIBILITIES:

Direct reports – Train and supervise 1-3 Level I, II, III and temporary employees

SALARY GRADE

MTECL

TYPE OF POSITION

Exempt Non-Exempt
Full Time Contractor
Part Time Intern

HOURS: # HOURS/WEEK

Hourly position averages 40-45 hours per week. Willing to work additional hours/ days as needed. This will include weekends and holiday as needed. *MYP- flexible to work multiple shifts.

TRAVEL REQUIREMENTS:

May travel between locations 0-5 times per week

EDUCATION / WORK EXPERIENCE / SKILLS REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic electrical, plumbing and mechanical skills
- Basic boiler and cooler pump room experience
- Knowledge of and experience in safe work procedures
- Torch, welding and fabrication skills.
- Ability to trouble shoot problems
- Able to operate a variety of power tools and equipment.
- Fork lift experience
- Valid driver's license.
- Able to work days and hours deemed necessary by job requirements.
- 2 -5 years experience in all areas of maintenance.
- Willing to share on-call responsibilities.
- Basic computer skills (MS Office)
- Good interpersonal skills
- Able to communicate effectively (verbal and written)

ROLE DESCRIPTION:

- Repair and maintenance of all greenhouse equipment and systems. Able to carry out job from start to finish. Requires greater initiative, responsibility and judgment in the operations of department than Level I, II or III Maintenance Technicians.

ESSENTIAL ACTIVITIES:

- Repairs and maintenance of buildings and equipment.
- Run projects and crews
- Help in the training and supervision of Level I, Level II, Level III and temporary employees.
- Take the initiative to seek out work and be proactive in solving problems.
- Prepare and follow weekly schedule of tasks/projects
- Prepare list of resources needed for projects (parts, tools, labor)
- Be accountable for completion of projects in the time scheduled
- Be accountable for staying within project budget
- Check and maintain time clock hours for direct reports – have ready for payroll each week.
- Participate in annual performance evaluations for direct reports
- Member of Nexus or Conex Group (Managers discretion to determine who and when)

PHYSICAL DEMANDS:

- Ability to climb & perform tasks on ladder or roof (20-25ft)
- Ability to lift 50 pounds and carry short distance
- Spends a majority of the day on walking or on your feet.
- Must be able to drive between locations (with or without accommodation)

WORK ENVIRONMENT:

- Will work in all types of environments: office, greenhouse, loading dock, outdoors, etc. in all types of weather.