

Preventive Maintenance Technician Job Description

Duties and Responsibilities:

- Carry out routine check on the company's facilities
- Carryout regular preventive maintenance on facilities to mitigate major damage
- Diagnose and repair or replace worn parts in machine and equipment
- Ensure that safety standards are maintained in the course of performing duties
- Ensure that the facility areas and work environment are free of hazardous objects and substances
- Assist in supervising the activities of external technicians or sub-contractors
- May be required to assist external technicians/sub-contractors
- Assist in the preparation of budget for facility installation or maintenance
- Keep proper record of work activities, including all procurement and maintenance costs
- Submit reports on work activities and progress of work to the supervisor
- May be required to assist in the movement of materials and labor for projects.

Preventive Maintenance Technician Requirements – Skills, Knowledge, and Abilities

- To be hired as a preventive maintenance technician, the first sets of requirements are expertise, experience, and education. Though much is not needed in terms of educational qualification as a high school diploma is enough, but having a degree makes you an outstanding applicant and may facilitate your career progression

- The other requirements, which are obviously more important than academic qualifications are on the job experience and proven record of expertise in facility maintenance. To be hired for this role, companies prefer applicants who have experience in handling similar functions as an assistant or a supervisor in smaller projects. This also helps hirers in establishing your level of expertise
- Another important consideration is the applicant's level of safety awareness. A preventive maintenance technician ought to be a safety conscious individual. To establish the person's level of safety consciousness, it is usually required that the technician be a trained safety officer and possess appropriate safety certifications such as HSE. Other necessary certifications are HVAC certification and facility maintenance certifications
- A preventive maintenance technician is expected to be able to work flexible shifts. He/she may carry out minor checks and maintenance during work hours, but major maintenance and repairs are done during the weekends and at night so as not to disrupt productive activities
- He/she must have the stamina to bend, kneel, squat or lie down while working.