

 NewVac, LLC <small>An ADI Company</small>	 NewVac, LLC <small>NewVac (Cage Code 63127) and American Defense Interconnect (Cage Code 60118)</small> <small>An American Distributors LLC Company</small>	Prepared by Bill Green	Revision Date 3/2025
		Department Facilities	Revision N/A
		Reports to Site Management	FLSA Status Exempt
JOB DESCRIPTION			
FACILITIES TECHNICIAN			

SUMMARY

The facilities technician is a working role with some project oversight responsibilities. The facilities technician is responsible for the daily upkeep of the building and responding to the needs of the business. This may include building furniture or custom designing carts and handling equipment, monitoring cleanliness and providing feedback and support to the janitorial staff, performing maintenance or repairs on the facility and equipment or, for more complex issues, working with management to bring in a contracted supplier.

This is a very broad role to support the various needs of the site.

This role will report to site or operations management.

ESSENTIAL JOB FUNCTIONS

- Oversees the day-to-day operations of a building/facility
- Manages maintenance, repairs, cleaning, and utilities
- Ensures compliance with health and safety standards and regulations
- Coordinates renovations and repairs
- Liaises with contractors and suppliers
- Identifies areas that can make the building more efficient and cost effective
- Responds to general maintenance and janitorial needs as required
- Ability to participate in Preventative Maintenance (PM) program, including performing maintenance, coordinating suppliers, and making improvement recommendations to the operations/engineering teams.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5+ years of facilities work experience is required – some higher level decision making responsibilities related to facilities and maintenance preferred
- Good working knowledge of general building maintenance
- Strong general HVAC, mechanical, electrical and plumbing skills
- Experience with maintenance of industrial equipment
- Ability to lift heavy objects and do other labor-intensive tasks
- Excellent time management and multitasking skills
- Some experience with working within budgets
- Strong verbal and written communication skills
- Strong attention to detail

REMOTE WORK OPTION

None. This role is on-site only

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

- Combined sitting, standing, and walking throughout the day to accomplish tasks
- Occasional lifting up to 25 pounds
- Ability to use computer for extended periods of time

LANGUAGE SKILLS

Ability to read, write, speak and understand English

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Possible electrical hazards, possible fumes, airborne particles, odors, moveable mechanical parts, low to moderate noise level. The job location for this role is primarily in a factory. Exposure to temperature fluctuations is expected.

ENVIRONMENTAL POLICY

NewVac is dedicated to identifying and reducing the environmental impact of its operations, activities, and products. It is our commitment to comply with all applicable laws and other regulatory requirements concerning the environment. We are committed to preventing pollution and continually improving our environmental performance.

TRAVEL

Minimal

PAY RATE

Typical pay range for this role is \$25.00 - \$38.00 per hour based on experience and skill

ELIGIBILITY

NewVac LLC. is an Equal Opportunity Employer. To conform to U.S. Government regulations applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3).

NewVac LLC. Uses E-Verify to confirm applicants' eligibility.



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FACILITIES TECHNICIAN

I have read and understand the job description requirements and I am able to accomplish the essential duties and responsibilities.

Signature

Date

Print Name