

# Maintenance Technician

**Posted:** October 6, 2020

Thermo-Tech Windows, a manufacturer of vinyl windows and doors, is seeking a Maintenance Technician. The Maintenance Technician is responsible for performing preventative, predictive, and repair maintenance in a timely and cost effective manner. Experience with welding, fabrication, and electrical troubleshooting are all helpful. Good mechanical aptitudes, ability to work independently or as a team and to follow safety directives are mandatory.

## Essential Functions:

- Reviews equipment records to perform preventative maintenance according to schedule. Performs or directs trouble shooting as needed.
- Participates in the installation, repair and removal of production line equipment as needed. Consults with machinery manufacturers as needed.
- Performs repair and preventative maintenance on equipment, buildings and grounds. Work includes Controls, Electrical, Pneumatics, carpentry, light welding, and plumbing.
- Reviews and maintains spare parts inventory, orders parts and supplies as needed.
- Completes all necessary paperwork and documentation neatly, timely and accurately including maintenance reports and repair logs, utilizing COGZ software to track down time, labor and material cost by each piece of equipment.

## Education:

Completion of High school diploma or GED plus up to two years of formal education or three years' experience

## Experience:

Two years previous maintenance/troubleshooting with education

Three years' experience without formal education

## Licensing/Certifications/Background:

- Valid Driver's License and valid driving history (pre-employment and annual)

## Skills and Knowledge:

- Ability to read blueprints and schematics
- Knowledge of PLCs
- Able to multitask
- Mechanical Aptitude
- Strong problem solving ability
- Ability to work with minimal supervision
- Ability to effectively demonstrate and train others
- Computer knowledge especially with Microsoft office products
- Highly motivated, focused, organized employee who can work in a team environment or independently

Please send resume to:

**Thermo-Tech Windows LLC**

**Attn: Human Resources**

**1120 38<sup>th</sup> Avenue Northeast**

**Sauk Rapids Minnesota 56379**

**Or email them to: [jobs@thermo-techwindows.com](mailto:jobs@thermo-techwindows.com)**