

Position Description

Position Title:	Facilities Maintenance Lead Technician	
Department:	Facilities and Site Services	
FLSA Status:		
Reports to:	Manager of Facilities & Site Services	
Supervises:	Facilities Maintenance Technicians	
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Position Summary

Supervises & directs Facility maintenance staff in accordance with company and factory policies and procedures. Ensures efficient & cost effective site services, facility and utilities are delivered to support production lines running on 7 day X 24 hour operation to meet or exceed all factory safety, line output, yield, customer delivery, cost, and product quality/reliability targets.

Essential Functions:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
- Provide regular feedback to assigned technicians, continually develop skills, coach and mentor assigned technicians to ensure work is executed as expected, conduct performance appraisals.
- Oversees four shifts of maintenance technicians working on compressed 12 hour shifts.
- Assists technicians to preform installation, testing, qualification and release of facility equipment and support equipment.
- Responsible for equipment maintenance related quality control and/or quality improvements.
- Supervises maintenance on all facility & utility equipment including mechanical, electrical, chemical, gas, and fire/life safety systems.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and utility support tools and equipment.
- Develop schedules, frequencies, and resources for preventative maintenance to minimize production loss time and maximize preventative maintenance effectiveness.
- Ensure required resource coverage and 7x24x365 day emergency response capabilities for critical systems and/or equipment.
- Responsible to meet or exceed all facility & utility equipment performance targets including; but not limited to, uptime, and equipment Overall Operational Efficiency (OEE). Reports on progress weekly with improvement activities.
- Ensures adequate training and certification procedures or programs for all maintenance personnel.
- Trains, and coach's maintenance team members.
- Assists in conducting direct employee performance reviews.
- Supports maintenance portion of factory startups, shutdowns, upgrades, and changeovers.
- Drives overall cost of ownership improvement methodologies for all facility or utility equipment.
- Manages equipment consumables, spares, and related support services for facility equipment.
- Ensures a clean and safe maintenance work areas using the 5S manufacturing methodology.
- Establishes and reports on equipment performance metrics, spares and consumable usage, and component life times.
- Maintains accurate records and logs on all facility equipment maintenance activities.
- Ensures good communication between and across shifts and days of the week.

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Education and experience:

- High school diploma or equivalent required. Two year degree / some college preferred.
- Equipment, tools and materials used in facility maintenance activities.
- Minimum of 4 years direct facilities maintenance with 1-3 years of supervisory experience required.
- Operations, services, and activities of a building maintenance, repair, and construction program. Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures.
- Prefer experience with Solar or Semiconductor equivalent Ultra-Pure Water systems, Corrosion Chemical Distribution systems, Bulk Gas Delivery Systems, Toxic or Specialty Gas Delivery Systems, Scrubbed Exhaust Systems, Waste Water Treatment, PCW Chillers, Air Handlers, Environmental and Health Safety Systems (EHS), Fire & Life Safety Systems, and Renovation or Construction.
- Experience with developing and producing facility maintenance specifications and procedures.

Skills and Abilities:

- Excellent reading, writing, arithmetic, and communication skills required.
- Knowledge of solar or semiconductor manufacturing processes, procedures, and machinery preferred.
- Strong knowledge in facilities management and facility safety required.
- Requires good understanding of facilities control system and life safety system design needs.
- Proficient with software applications such as Microsoft Office and Microsoft Project.
- Strong problem-solving skills and ability to creatively develop and implement approved maintenance solutions to improve equipment performance.
- Ability to drive equipment supplier and sub-supplier equipment performance measures and associated improvement projects.
- Able to create and maintain meaningful and useful facility performance measures to ensure optimization and maximization of all equipment and support resources.
- Creates an environment of high productivity and enthusiasm across all shift team members to excel or exceed operation or company specified targets.
- Able to create and optimize work plans, shift breaks, and task assignments to maximize productive time and output of technicians.

Physical Demands:

- **Environment:**
Work is performed in an indoor and outdoor field environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.
- **Physical:**
Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry objects weighing up to 30 pounds unassisted, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
- Constantly observe, assess, inspect, detect, convey, and exchange information when performing essential job functions.



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This job description may be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.