1. Finalized work on building systems by completing basic carpentry and other finish work.
2. Reviewed technical documentation to complete equipment maintenance and repair.
3. Performed general building upkeep on daily basis including painting, drywall repair, and normal machine maintenance.
4. Organized and directed maintenance shutdowns and startups.
5. Dismantled defective machines and equipment and installed new or repaired parts.
6. Inspected all equipment every [Timeframe] to maintain working order.
7. Scheduled and undertook periodic maintenance on all electrical installations, components, and equipment.
8. Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
9. Maintained and fixed lighting and fixtures.
10. Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
11. Sourced and procured components using [Software], adhering to all company purchasing rules.
12. Worked frequently with [Type] systems to complete knowledgeable inspections and skilled repairs.
13. Performed energy audits and recommended alternative sources of energy for [Client name].
14. Assisted in forecasting requirements, including creating budgets and scheduling expenses.
15. Improved processes, helping to save department over $[Amount] annually.
16. Managed daily activities of maintenance staff by [Action], [Action] and [Action].
17. Visually inspected and tested machinery and equipment, performing routine preventive maintenance.
18. Installed electrical systems ranging from [Type] to [Type].
19. Investigated and corrected mechanical problems with machinery such as [Type] and [Type].
20. Developed work scope for contracted projects, analyzing received quotes and recommending preferred vendors.