



Position Description

Position Title:	Facilities Maintenance Lead Technician	
Department:	Facilities and Site Services	
FLSA Status:	Exempt	
Reports to:	Facilities & Site Services Manager	
Supervises:	Facilities Maintenance Technicians	
Dev.date :		Page 1 of 2

Position Summary

Supervises & directs solar module production site facility maintenance technicians in accordance with company and factory policies and procedures. Ensures efficient & cost effective site services, facility and utilities.

Essential Functions:

- Oversees the day to day operations of facility maintenance technicians in accordance with company policies & procedures.
- Oversees warranty claims on all equipment; with a heightened level of attention to the HVAC equipment.
- Assists in the installation, testing, qualification and release of facility equipment and support equipment.
- Supervises preventative maintenance on all facility & utility equipment including mechanical, HVAC, electrical, chemical, gas, and fire/life safety systems.
- Insures the proper preventive & corrective maintenance procedures are followed.
- Manages time card submissions and tracking for all direct employees.
- Develops schedules, frequencies, and resources for preventative maintenance to minimize production loss time and maximize preventative maintenance effectiveness.
- 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 reported monthly and quarterly.
- Responsible for all facility or utility equipment maintenance procedures and specifications.
- Ensures adequate training and certification procedures or programs for all facilities technicians.
- Trains, and coach's facility technicians.
- Supports maintenance portion of factory startups, shutdowns, upgrades, and changeovers.
- Conducts direct employee performance reviews.
- Drives overall cost of ownership improvement methodologies for all facility or utility equipment.
- Manages equipment consumables, spares, and related support services for facility equipment.
- Communicates with other department heads and/or company executive leadership as required.
- 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.

Education and experience:

- High school diploma or equivalent required. Two year degree / some college preferred.
- Minimum of 5 years direct facilities maintenance with 1-3 years of supervisory experience required.
- Prefer experience with Solar or Semiconductor equivalent Corrosion Chemical Distribution systems, Scrubbed Exhaust Systems, Waste Water Treatment, PCW Chillers, Air Handlers, Environmental and Health Safety Systems (EHS), Fire & Life Safety Systems.
- Experience with developing and producing facility maintenance specifications and procedures.
-



Position Description

Position Title:	Facilities Maintenance Lead Technician	
Department:	Facilities and Site Services	
FLSA Status:	Exempt	
Reports to:	Facilities & Site Services Manager	
Supervises:	Facilities Maintenance Technicians	
Dev.date :		Page 2 of 2

Skills and Abilities:

- Excellent reading, writing, arithmetic, and communication skills required.
- Knowledge of solar or semiconductor manufacturing processes, procedures, and machinery preferred.
- Strong knowledge of 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.
- Able to influence peers as well as company upper management teams on key site, facility, or utility improvement solutions needed to meet or exceed all corporate targets.
- 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:

- Frequently lift, carry, move and position objects weighing up to 30 pounds unassisted, when performing essential job functions.
- Extended time standing or walking on hard production floor with confined spaces, multiple turns, or rooms.
- Bend, stoop, crouch, ascend, and descend on a regular basis when performing essential job functions.
- Constantly observe, assess, inspect, detect, convey, and exchange information when performing essential job functions.

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

My signature indicates that I have reviewed this Job Description. I further understand that critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other business reasons.

Employee Signature

Date