

# Job Description

## Maintenance Technician

Melbourne-Mnemonics-Inc.

### US CITIZENSHIP REQUIRED

#### SUMMARY

Performs repairs, adjustments, and ongoing maintenance on facility and company premises. This individual has the responsibility and authority to perform the assigned tasks listed below.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under limited supervision, performs minor repairs on a variety of areas including plumbing, painting, office fixtures maintenance, and installation.
- Responsible for developing and maintaining a daily, weekly, and monthly facility cleaning schedule that will include
  - Cleaning restrooms
  - Cleaning offices (emptying trash receptacles, vacuuming)
  - Clean air conditioning/heating vents
  - Replace HVAC filters
  - Replace light bulbs & ceiling tiles
- In accordance with facility equipment manufacturer(s) recommendations, develops preventative maintenance schedules.
- Responsible for performing other related tasks deemed necessary by supervisor.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE

Need to have 3-5 years of facility maintenance experience including practical knowledge of maintenance trades including but not limited to air conditioning, electrical, and plumbing.

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace

Salary: \$23-25 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disabled.

#### About Mnemonics, Inc.

For over 46 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website [www.Mnemonics-inc.com](http://www.Mnemonics-inc.com) fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.

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