



Job Title:	Maintenance Specialist	Reports to:	Procurement & Logistics Manager
Department:	Logistics	Supervises:	n/a
Location:	New London, MN	Exempt/Non-Exempt:	Non-Exempt
% Travel Required:	Approximately 10%	Full-time/Part-time:	Full-time (40+ hours/week)

Job Description

Role Overview: The Maintenance Specialist is responsible for general maintenance and repairs of equipment and facilities and assists with parts and material delivery and storage under the direction of the Procurement & Logistics Manager.

Responsibilities:

- Maintain periodic maintenance program for vehicles, trailers, forklifts, and other equipment
- Prepare vehicles and trailers for shipment to job sites by field crew/others or self, including picking and loading parts, ensuring quantities and paperwork are accurate and included, securing loads, checking vehicles and trailers for mechanical readiness and DOT requirements
- Delivery of parts, equipment, and supplies to job sites using trucks and trailers as needed
- Washing, vacuuming, cleaning, and organization of company trucks, trailers, and equipment
- Conduct general maintenance of all Dahmes facilities including building maintenance, general repairs, and assist with facility improvement projects
- Maintain general organization and cleanliness of all outdoor areas, daily flatten & remove cardboard from all buildings, take out breakroom trash, and maintain stocking levels in breakroom
- Snow removal, de-icing, weed control, and landscaping maintenance
- Repair, painting, and labeling of shop and field tools
- Conduct forklift, scissor lift, and heavy equipment training sessions for new employees and renewals for current employees
- Assist with inventory counts and organization of field trailers, tool and fittings conex's, and end of year inventory counts
- Special projects as assigned by Procurement & Logistics Manager and Operations Support Specialist

Understand and support Dahmes' Core Values and Core Purpose:

- **Authentic:** We know who we are and we own it. We build and sustain our company and relationships by being honest.
- **Pioneering:** We take risks to create forward looking solutions. We thrive on tackling new challenges and achieving the best possible outcomes.
- **Committed:** We shake hands and keep our word. We deliver on our promises and don't take short-cuts along the way.

Requirements:

- Ability to climb stairs and work on ladders/lifts
- Willing to continuously learn and improve
- 1+ year(s) operating a forklift
- 1+ year(s) rigging experience
- Valid driver's license
- Must hold or ability to obtain DOT physical health card
- Must hold CDL or ability to obtain CDL
- Ability to use hand tools and power tools.

- Prolonged periods standing and walking.
- Must be able to lift up to 50 pounds at a time.

Preferred Competency/Experience/Education:

- Material handling, truck loading and securing experience
- Knowledge of stainless steel and inventory control
- Excellent organizational and time management skills.

Travel Required:

- Up to 10% Travel is required (roughly 10% travel schedule)