



**Position: Maintenance Technician**

**Status: Full time/Nonexempt**

**Location: Billings, MT**

Environmental Lab in Billings, Montana has an opening for a Facilities/Maintenance Technician

Founded in 1952, Energy Laboratories, Inc. (ELI) is an independent environmental testing laboratory specializing in organic, inorganic, trace metals, microbiological and radiochemical analysis of water, waste, soil, air and petroleum product samples. ELI's continued success depends upon providing quality services to municipalities, state and federal government agencies, and the private sector. ELI has extensive experience with energy and mining related industries as well. The company has been an industry leader 60 plus years with four facilities in the Rocky Mtn. Region.

### **Job Summary**

Must be able to perform a variety of work in the maintenance and repair of buildings, facilities, equipment and grounds at the company headquarters. Must be able to communicate with company employees to understand problem and/or issues staff is having with equipment and come to a timely solution on suggestions/repairs for corrections to those issues. Report mechanical malfunctions to appropriate parties for action; exercise discretion in identifying projects requiring service technicians, electricians, plumbers, HVAC repairmen and other contractors to complete projects and/or resolve issues. Assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; maintains clean, safe, and orderly work sites. Will maintain inventory levels of supplies stored off site and transport supplies and equipment to/from main facilities, storage and vendor sites off premises.

### **Specific Job Duties & Responsibilities include:**

- a. **Carpentry/Painting/Cleaning:** Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, office furniture, roofs, and shelves. Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings. Repair/replace floor coverings as needed. Periodically shampoo carpets, strip and wax floors.
- b. **Electrical:** Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and equipment; repairs and replaces lighting systems, bulbs and ballasts; inspect electrical systems for unsafe conditions. Ability to install Cat6 networking cable through walls, in walls and finish off at terminals or with plugs.
- c. **Plumbing:** Complete minor plumbing repair projects ranging from; faucet replacement, changing gaskets on leaking faucets, repair leaking or damaged drain pipes, install copper/PVC supplies lines, install sinks, clean, repair and/or replace sump pumps and condensation pumps. Utilize the DAC System to monitor the Deionized (DI) Water System ensuring it is operation in specific ranges. Monitor the Reverse Osmosis (RO) System and other clean water systems to ensure they are operating as needed. Clean, repair, change filters and trouble shoot issues with water systems.
- d. **Mechanical:** Ensure quarterly HVAC preventative maintenance is completed. Change air filters, drive belts, inline fans, fan motors, etc. as needed. Be aware of HVAC system operations and monitor for issues. Understand the Laboratory Hood operations and ability to change out fans, motors, belts, blowers, and ductwork. Install/repair/replace air

duct work as needed. Be mechanically inclined and willing to repair varying equipment and instrumentation throughout the Laboratory.

- e. **Grounds Maintenance:** Maintains grounds in clean and orderly manner including mowing, trimming, weeding, replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment. Wash windows, maintain and monitor rodent controls, minor parking lot repair i.e. stripping and patching. Plow snow from the facility parking lots using company equipment starting at 5am or as needed. Remove snow from and maintain clear sidewalks, path ways and work areas.
- f. Other related job duties may be assigned as needed.

### **Minimum Qualifications**

#### **Education, Training, and Experience:**

Any combination of education, training, and experience, which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

#### **Knowledge of:**

Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, painting, grounds-keeping, equipment repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide.

Skill and Ability to: Effectively use a variety of hand and power tools; operate a forklift; read schematics; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments. Basic Computer usage i.e. using email system, utilizing software application logging repairs and maintenance, internet searches for manuals and parts for repairs.

#### **Other Characteristics:**

Must possess a valid driver's license and be willing to work outside in inclement weather. Must be able to clear a Criminal Background Screening. Some periodic travel may be required and may require work off regular business hours to perform some functions. Must be able to work independently and without direct supervision.

### **How to apply**

Hourly salary range is depending on experience and background. A full benefits package including Health, Life, Long Term Disability Insurance, Paid Time Off and Cafeteria Plan is included. Additional compensation packages include Profit Sharing and Employee Stock Ownership Plan.

Qualified individuals interested in this career opportunity should apply by submitting a current resume with salary requirements on Indeed or to Human Resources, Energy Laboratories, Inc., P.O. Box 30916, Billings, MT 59107. Visit our website at [www.energylab.com](http://www.energylab.com).