

Facilities Specialist

Reports to: Operations

Status: Hourly / Non-Exempt / With Benefits

Core Hours: First Shift, Monday - Friday, hours TBD

Located: Green Bay, WI Travel: < 5% of time



Position Description:

Responsible for routine maintenance, cleaning and repair of our manufacturing facility and vehicles. Keep facility and vehicles in a state of good repair while following all safety procedures. Responsible for creating and maintaining a safe work environment.

Qualifications & Skills:

- 1 year custodial experience (preferred).
- Able to work independently.
- Valid driver's license and acceptable driving record.
- Organized and able to prioritize workload.
- Knowledge and ability to work with general cleaning equipment and materials.
- Knowledge and ability to work with painting equipment and materials.
- Able to climb stairs and ladders. Capable of working at heights up to 25 feet.
- Capable of bending, twisting, squatting, kneeling, crawling, climbing, lifting, carrying, pushing, pulling, reaching, working overhead and standing for long periods of time while performing job tasks.
- Able to perform manual material handling, sorting, lifting, and carrying of assorted sized items up to 50 pounds.
- Demonstrates personal character in line with our Values and Code of Conduct.

Duties & Responsibilities:

- Cleaning, organizing and maintenance of building/facility. Includes offices, cubicles, restrooms, small kitchen, breakroom, manufacturing shop and building exterior.
- Maintenance of facility floors, walls, ceilings, equipment, office furniture, appliances, light shields, vents, etc.
- Maintain company vehicles ensuring they are clean and serviced on schedule.
- Remove shop garbage and recyclables.
- Cut wood pallets and materials.
- Change shop ventilation air filters as scheduled. Change facility light bulbs as needed.
- Perform light equipment maintenance.
- Back up for lawn cutting, trimming, landscaping and trimming of trees and shrubs.
- Back up for snow removal from building entrances and surrounding sidewalks.
- Painting of facility and equipment.
- Assist with safety related activities.
- Efficiently and effectively perform all work tasks ensuring the highest level of employee safety, product quality and team work.
- Communicate and work professionally and effectively. Build and maintain positive work relationships with fellow employees, customers, vendors, and other business associates.
- Show a strong commitment to quality, safety, and customer service. Ensure company policies and procedures are consistently followed.
- Other duties as assigned.

How to Apply

Send your resumé and title of position to jobs@kossindustrial.com

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