



JOB OPENING

Position Title: Facilities Maintenance Assistant
Department: Maintenance

Basic Function:

The Facilities Maintenance Assistant will be responsible for ensuring the safe and efficient operation of facilities and equipment, performing routine maintenance, troubleshooting, and repairs in the shop's infrastructure. This includes maintaining building systems such as HVAC, electrical, plumbing, and general facility upkeep to ensure a safe and compliant environment.

Essential duties are as follows but are not limited to:

- Perform routine inspections and preventive maintenance on facilities, equipment, and machinery to ensure optimal functionality.
- Troubleshoot and repair issues with HVAC systems, electrical systems, plumbing, and mechanical systems.
- Maintain cleanliness and organization of maintenance areas, ensuring a safe working environment.
- Respond promptly to repair requests and facility-related emergencies, minimizing downtime.
- Coordinate with external contractors or vendors for specialized repairs and inspections.
- Monitor inventory of maintenance supplies and ensure proper stock levels.
- Assist and/or perform the installation, calibration, and repair of shop tools and specialized aviation equipment.
- Ensure all maintenance activities comply with safety regulations and aviation industry standards.
- Keep accurate records of maintenance activities, repairs, and inspections for regulatory compliance.
- Perform additional duties as assigned.

Requirements:

- High school diploma or equivalent and 3-5 years of experience in facilities maintenance, to include troubleshooting, repairing, and maintaining building systems, including HVAC, plumbing, electrical, and general upkeep of equipment and infrastructure.
- Valid driver's license required.
- Must be able to follow and have a strong attention to detail.
- Must have strong communication skills and attention to detail assignments.
- Experience operating forklifts, floor sweepers, scissor lifts and other equipment is a plus.
- Must be able to lift, carry, and maneuver objects weighing up to 50 lbs.
- Work independently in a physically demanding environment.

Basic Schedule:

7:00 am – 3:30 pm Monday – Friday, additional time as needed.

Turbopower is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Interested candidates can submit their resumes for consideration to: resumes@turbopowerllc.com