Position Specification

Position: **Facilities Maintenance Technician I,II,III / Job Code 7302/7303/7304**

Company: Benchmark Electronics (NYSE: BHE)

Global Headquarters: Angleton, (Houston), Texas

Position Location:

Website: www.bench.com

Benchmark Overview

Benchmark products and designs have been seen at the Olympics, the Super Bowl, and in Hollywood.  America’s women and men in uniform count on our technical skills to help ensure our country remains safe and our work is part of many of the commercial aircraft seen crisscrossing the skies. Products we engineer live inside some of the world’s fastest computers and are saving lives every day in hospitals and surgical suites around the globe.

Benchmark is a world-leading, top-10 EMS provider of integrated electronic manufacturing services with total revenues exceeding $2.5B and with employees in 7 countries on 3 continents offering everything from product development to regional PCB build – including system level assembly in the United States, Mexico, South America, Europe and Asia. We provide service to original equipment manufacturers (OEMs) of computers and related products for business enterprises, medical devices, industrial control equipment (which includes equipment for the aerospace and defense industry), testing and instrumentation products, and telecommunication equipment, including Benchmark offers customers comprehensive and integrated design and manufacturing services from initial product design to volume production including direct order fulfillment and post-deployment services.

Our precision technology manufacturing capabilities complement our proven electronic manufacturing expertise by providing further vertical integration of critical mechanical components. These capabilities include precision machining, advanced metal joining, assembly and functional testing for multiple industries including medical, instrumentation, aerospace and semiconductor capital equipment. Benchmark can provide specialized engineering services, including product design, printed circuit board layout, prototyping, automation and test development. We believe that we have developed strengths in the manufacturing process for large, complex, high-density printed circuit boards as well as the ability to manufacture high and low volume products in regions such as China, Malaysia, Mexico, Romania and Thailand.

Summary

Works in conjunction with various departments, such as Production support and Manufacturing Engineering, to ensure that the facility and related equipment is in good working order.

Key Responsibilities

**Level I-III**

* Adjust time clocks at all buildings and perform fire extinguisher inspection
* Maintain/repair furniture and fixtures throughout all buildings
* Perform preventative maintenance as required
* Assist with plumbing, electrical and HVAC for installations of new equipment and moving existing machines
* Perform routine HVAC maintenance
* Supply electrical and air drops where needed
* Assist equipment maintenance whenever possible on plant equipment
* May perform car maintenance and repair work on any company vehicles
* Participate in future projects including, but not limited to, building new facilities, plumbing, telecommunications, moving equipment, adding equipment and janitorial services

**Level II**

* Ability to perform all the essential functions and competencies listed above
* Ability to perform renovation construction
* Ability to work effectively with suppliers, internal customers and contractors
* Ability to maintain a limited variety of mechanical equipment
* Handle hazardous waste collection and remain aware of contingency plan duties in accordance with federal, state and local regulations
* Fabricate and/or may install hangers, brackets and other securing devices to secure equipment as necessary; Shims and balances equipment as necessary
* Perform basic to moderate plumbing duties as required
* Perform basic to moderate masonry work required to maintain or extend building use
* Perform painting tasks as required
* Assist in the installation and movement of a variety of light, medium and heavy equipment; Ensure that the performances of these activities are well documented
* Maintain grounds as required; Operate a wide variety of equipment for said maintenance
* Repair, lubricate and perform preventative maintenance on a variety of equipment

**Level III**

* Ability to perform all the essential functions and competencies listed above
* Ability to perform efficiently in all facets of facility maintenance to include: heating, A/C, plumbing, electrical, carpentry, vacuum pump and air compressor repair and maintenance
* Perform new building or renovation construction
* Maintain records of expenditures per budgets if required
* Train subordinates and maintenance trainees
* Work effectively with suppliers, internal customers and contractors
* Install and maintain a wide variety of pumps, blowers, motors, machine shop and other mechanical equipment
* Erect and secure staging, hoists and rigging in compliance with codes and safety practices
* Perform welding and plumbing duties as required
* Perform a variety of complex masonry work required to maintain or extend building use
* Oversee the installation and movement of a variety of light, medium and heavy equipment using special tools and equipment such as staging, hoists and rigging
* Work from blueprints, equipment drawings and schematics, manufacturers’ specifications and literature; Plan complex jobs, select materials and equipment for proper completion; Ensure the performance of these activities are well documented.

All employees are responsible for the Quality of their work to ensure BEI meets, or exceeds Customer Satisfaction.

Position Measurements

* Position performance may be measured from a combination of Corporate and Divisional Balanced Score Card Goals which will include but not limited to Financial Performance, Customer Satisfaction, Operational Excellence and Employee Focus.
* Individual position performance goals may be specific to the position, business segment or as it related to an individual’s contribution or employment within the organization.

Position Qualifications

**Level I-III**

* Perform work inside and outside all facility areas, including manufacturing floor, loading dock, above ceiling, on the roof and on the building’s grounds
* Comprehend OSHA standards in regard to performing work duties
* Effective verbal communication skills
* Effective interpersonal skills
* Ability to take on additional responsibilities as required
* Effective organization skills
* Demonstrated high attention to detail
* Ability to demonstrate discretion, confidentiality and professionalism when representing the company
* Ability to support a 24/7 global business operation as required
* Ability to work overtime when needed
* Ability to work with diverse groups
* Participate in a continuous improvement activity
* See job analysis forms for specific physical stressors of the job

**Level I**

* 2 Year degree preferred or equivalent combination of education and experience as approved by executive management; 2-4 years of experience; Relies on limited experience and judgment to plan and accomplish goals; Works under general supervision; Moderate degree of creativity and latitude is required
* Understand operation of hand-held mechanical and powered tools, HVAC machinery, test equipment, etc.
* Understanding of and ability to use continuous improvement tools
* Effective written and verbal communication skills
* Effective problem solving skills
* Effective multitasking and prioritization skills
* Demonstrated ability to work with a team and the ability to operate on diverse project teams with moderate direction

**Level II**

* 2 Year degree preferred or equivalent combination of education and experience as approved by executive management; 5+ years of experience; Relies on experience and judgment to plan and accomplish goals; Wide degree of creativity and latitude is expected
* Ability to train diverse groups
* Demonstrated quality workmanship
* Effective analytical, planning and organizational skills
* Effective problem solving skills with viable solutions under moderate supervision
* Demonstrated ability to work with a team and the ability to operate on diverse project teams with moderate direction

**Level III**

* 2 Year degree preferred or equivalent combination of education and experience as approved by executive management; 8+ years of experience; Relies on experience and judgment to plan and accomplish goals; Wide degree of creativity and latitude is expected; Leads and mentors others in more complex maintenance activities
* Proficient with hand-held mechanical and powered tools, HVAC machinery, test equipment, etc.
* Ability to effectively mentor employees at all levels
* Effective problem solving skills with viable solutions under limited supervision
* Demonstrated leadership qualities
* Demonstrated ability to work with a team and the ability to operate on diverse project teams with minimal direction