**HandyMan/Maintenance**

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| Celestica is dedicated to delivering end-to-end product lifecycle solutions to drive our customers’ success. Through our simplified global operations network and information technology platform, we are solid partners who deliver informed, flexible solutions that enable our customers to succeed in the markets they serve.  When you join Celestica, it’s more than just a job. It’s about being part of a team of talented individuals who are passionate about what they do every day. It’s about joining one of the world’s largest end-to-end supply chain solutions companies and contributing to our forward thinking and collaborative solutions for our teams and customers.  Want to take your career to the next level? Come grow and innovate with us.   |  |  |  | | --- | --- | --- | |  |  |  | |  |  | |  |  |  |  | | --- | --- | --- | |  | **Detailed Description:** |  | |  | Receives no instruction on routine work, general instructions on new assignments. Tasks are moderately complex in nature where judgment is required in resolving problems and making recommendations. Decisions/actions may cause a minor impact on the work unit operations or schedules. Works under general Supervision. Situations not covered by standard processes, procedures and methods are referred to expert resource. May demonstrate work methods to new employees. Deals directly with immediate supervisor, co-workers and team members.  Performs tasks such as, but not limited to, the following:   * Perform general building and site repairs, including replacing lost keys, changing lightbulbs, learning and monitoring equipment and system, and troubleshooting other building systems as needed * Make minor electrical repairs such as changing out light fixtures and ballasts, monitor janitorial, landscaping, garbage and recycling vendors to ensure that their work is performed according to their contracts * Arrange equipment in various rooms * Maintain supplies inventory * Help maintain inventory of and equipment * Assist the Production Manager in developing preventive maintenance plans, selecting vendors, and implementing building maintenance, repair, and renovation projects  |  |  |  | | --- | --- | --- | | Physical Demands: | |  | |  | * Duties of the position are performed in a manufacturing environment with frequent exposure to noise, dust, chemicals, operating machinery, temperature extremes, hazardous substances, etc. * Duties require ongoing light physical effort and exertion including prolonged repetitive motions, sitting in confined workspaces, using tools and equipment, and moving and handling materials. * Duties of the position may require periodic heavy manual effort and exertion including climbing, lifting, pulling and moving objects over 20 pounds. | | | |  |  |  | | |  | Typical Experience: |  | | |  | Zero to two years’ relevant experience | | | |  |  |  | | |  | Typical Education: |  | | |  | High School or equivalent (basic numeracy and literacy). *Educational Requirements may vary by geography* | | | |  |  |  | | |  | *Notes:* |  | | |  | *This job description is not intended to be an exhaustive list of all duties and responsibilities of the position. Employees are held accountable for all duties of the job. Job duties and the % of time identified for any function are subject to change at any time* | | | | | |  |  |  | |  |  |  | |  |  | | |  |  |  | |  |  |  | |  |  | | |  |  |  | |  |  |  | |  |  | | |  |  |  | |  |  |  | |  |  | | |  |  |  | |  |  |  | |  |  | | |