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## Role Specification

Job title: **Maintenance Technician**

Department: Facilities

Date: December 2022

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The role of Maintenance Technician will be based at our Technology Centre, which is located near Columbus, Ohio.

### **An overview of the role within the Company**

Velocys is in the process of relocating the Technology Centre to a new purpose-built site close to the current facility. The relocation is currently underway with the first phase of installing the assembly capabilities scheduled to be completed in Q1 of 2023 and the final completion of the entire relocation planned for the end of Q3 of 2023.

The role of Maintenance Technician is an essential position within the Facilities Management team, ensuring maintenance support is provided at the Technology facility, which consists of offices, catalysis laboratories and reactor assembly areas.

The role will be critical to the lead up to the execution of the planned relocation and beyond. Ongoing maintenance tasks will include, but will not be limited to, the general maintenance of both external and internal locations and will consist of both preventative and 'breakdown' maintenance while Velocys remains in the current facility. Such tasks will require the successful candidate to utilise multiple skills in the areas of carpentry, plumbing, electrical and heating, ventilation & air conditioning (HVAC), along with applying general repair work knowledge in the use of handheld tools and maintenance equipment. Where appropriate, supervision of third-party contractors attending site will also be required. In addition, the role involves supporting the Velocys Catalyst Discharge Team in the preparation of equipment in respect of heavy maintenance tasks and working at height.

Furthermore, responsibility of managing Goods Inwards/Outwards, including the handling of Dangerous Goods is a key part of the role, and will include the receiving and delivery of Goods Inwards to the intended recipient(s) along with preparation of paperwork and the packaging of Goods Outwards. Once the relocation has been completed, the role of Maintenance Technician will continue to support the facilities management team in ensuring the smooth operation, maintenance and upkeep of the new facility is upheld.

The successful candidate will be able to draw upon extensive experience of facility maintenance and will possess the ability to manage their own workload and competing demands upon their time, carry out tasks with minimum supervision, with a 'can do attitude', while adhering to all aspects of health and safety regulations and protocols. While many of the tasks involved in the role are of a solo nature, the ability to work within a team environment is essential, as is the ability to be able to converse on all levels. Experience with Microsoft Office applications (Word, Excel, PowerPoint) is expected. Due to the nature of the role, it is not possible to offer the option of remote working.

### **Responsibilities.**

#### Maintenance duties

- General building maintenance and repairs to include but not limited to plumbing, carpentry, electrical tasks, heavy mechanical work and associated tasks

- HVAC Inspections and breakdown maintenance
- Drywall construction, painting and general decorative repairs
- Grounds maintenance to include landscaping and general upkeep of external areas
- Regular facility inspections to be conducted on a daily, weekly, monthly, quarterly and annual basis as appropriate and required
- Maintenance of digital and handwritten inspection records and associated documentation
- On site supervision of third-party sub-contractors

Goods Inwards/Outwards duties

- Receiving all incoming heavy-duty deliveries, to include the offloading of deliveries from vehicles and completion of associated paperwork together with ensuring safe onward delivery to intended recipient  
Preparation of all outgoing goods, to include crating, packaging and labelling as appropriate together with completing associated documentation

Supporting Catalyst Discharge Team

- Preparation of equipment to ensure safe loading and unloading of catalyst, to include the erection and deconstruction of scaffolding towers.

Ad-hoc maintenance and project duties as required.

Deputise for the Facilities Management Team Lead

**Organisational interactions**

- Immediate supervisor title: Facilities Management Team Lead
- Next level Manager title: VP, Catalysis
- Collaboration with other individuals and groups within the Technology Centre.

**Education and experience**

Essential

- High school diploma or GED equivalent
- Valid Driver's Licence
- Conversant in the use of mechanical equipment such as a drill press, grinders, saws, and various hand tools
- Ability to work at height utilising ladders and or scaffolding
- Proficient in the application of MS Office
- Strong problem solving and communication skills

Desirable

- Valid Forklift truck licence or previously held accredited training certification
- Experience of setting up of rigging systems
- Certification in Dangerous Goods shipping and receiving

**Contact**

Please send your CV and a brief covering letter to: [careers@velocys.com](mailto:careers@velocys.com).

