



Gulf Coast Modification, L.P.  
22806 Northwest Lake Drive  
Houston, Texas 77095  
Tel: (713) 896-3000

**Position: Shop Maintenance Technician**

**Reports to: Maintenance Manager**

### **Responsibilities**

- Perform routine and preventative maintenance on all shop equipment.
- Perform general machine repairs on Mills, Lathes, VTL's, CNC's, etc.
- Maintain maintenance records for all repairs and preventative maintenance.
- Perform routine and preventative maintenance on the building and facilities.
- Maintain preventative record for all facility MRO.
- Participate in shop construction projects as directed by the Maintenance Manager.
- Be an active participant in GCM Safety program.

### **Duties**

- Machinery Maintenance – changing hoses, belts and fluids.
- Forklift Maintenance – weekly water the batteries every Monday before the start of the morning shift.
- Building Maintenance – changing of lights in the shop and office and cleaning the lenses.
- Racking – maintain and replace all bent beams, uprights, and wire decking. Fix all beams or wire decking that may be loose or unattached.
- Sandblasting Equipment – every Monday empty filters, and clean area around sandblasting equipment. Replacement of hoses, seals, broken site glass and gloves.
- Chemical Storage Area – clean all spill containments, dispose of empty drums, marking container for oily water or paint related material, keep area organized and clean.
- Tool Room – clean and organize tool room, make a list of hand tools that are in need of repair, discard unrepairable.
- Scrap – assist Custodian with weighing scrap, labeling barrels, loading C&D, keeping steel scarp cleaned up throughout the shop.
- Machine Coolant – extraction of old coolant and oily water from machines, disposal of used coolant and oily water in bulk containers in storage area, mixing and adding of new coolant.
- Backup to custodian when out.
- Other duties as assigned by Maintenance Manager.

### **Knowledge, Skills and Abilities**

- Ability to stand, crouch, bend for 8-10 hour shifts.
- Must be able to lift up to 40 Lbs. on occasion.
- Must be willing to move around the shop as needed.
- Basic computer skills.
- Problem solving skills.
- Ability to work as a team.
- Strong attention to detail.
- Organized and work safety following the company's handbook and/or Safety Manual.
- Excellent written and verbal communication.

### **Education and Qualifications**

- High School or GED required.
- Forklift Operator Training Course.
- Write and Speak English (bilingual in Spanish preferred).
- Valid Driver's License.