

MAINTENANCE ENGINEER CHECKLIST

- ☐ Make departmental decisions regarding maintenance (maintenance management).
- ☐ Developing an understanding of the equipment and manufacturing processes.
- ☐ Train and supervise mechanics, electricians, plumbers, and other skilled trades.
- ☐ Offer sound technical and engineering advice for facilities performance improvement.
- ☐ Select vendors for equipment purchases.
- ☐ Troubleshoot mechanical processes.
- ☐ Installing and starting-up new equipment and processes.
- ☐ Develop creative ideas to cut costs.
- ☐ Supervise equipment design changes.
- ☐ Monitoring and controlling energy use.
- ☐ Negotiating and overseeing contract work.
- ☐ Authorize, delegating, and following-up with maintenance work-orders.
- ☐ Schedule preventive maintenance for equipment.
- ☐ Ensure safety and security of physical plant and facilities.
- ☐ Verify and completing administrative work.
- ☐ Communicate department projects with plant management.