

Maintenance technician job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a maintenance technician to keep our [facility or equipment] safe, working, and in good repair through preventive maintenance and quick, reliable fixes.

What you'll do

- Perform preventive maintenance on buildings, equipment, and systems.
- Diagnose and repair electrical, plumbing, HVAC, and mechanical problems.
- Respond to work orders and emergency repair calls.
- Follow lockout/tagout and safety procedures.
- Paint, patch, and make minor carpentry repairs.
- Track work in the [CMMS or work order system].
- Coordinate with outside contractors and vendors.
- Keep tools, parts, and the maintenance shop organized.

What you'll need

- [Two] or more years of maintenance experience.
- Working knowledge of basic electrical, plumbing, HVAC, and mechanical systems.
- Ability to lift up to 50 pounds and climb ladders.
- Valid driver's license and availability for on-call rotation.

Nice to have

- EPA 608 certification.
- Experience with [production equipment or building systems].
- Trade school or apprenticeship.

Skills

Troubleshooting, Preventive maintenance, Multi-trade skills, Safety, Work order management, Reliability.

Physical demands and work environment

Facility, shop, and outdoor areas. Requires climbing, crawling, lifting, and working in heat, cold, and confined spaces.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$23.84 (BLS OEWS, May 2025, SOC 49-9071, Maintenance and repair workers, general).
- Median annual equivalent: \$49,590 (hourly median x 2,080 hours).
- Mean annual wage: \$53,780.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Maintenance technicians are nonexempt. On-call time may be compensable if restrictions prevent technicians from using it for their own purposes, and response time and travel to the site on a call are generally paid. OSHA's lockout/tagout standard requires training and written energy control procedures. Technicians who handle refrigerants need EPA Section 608 certification, and some electrical or plumbing work may require a license depending on state rules.

How to customize it

- Describe the facility and its systems.
- Explain on-call frequency and pay.
- List the split between preventive and reactive work.
- Say what tools you provide.

Interview questions

1. Walk me through how you'd troubleshoot a machine that won't start.
2. How do you decide which work order to do first?
3. Tell me about a repair you're proud of.
4. How do you follow lockout/tagout on a piece of equipment you haven't worked on before?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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