



Maintenance Mechanic for Building Operations

J.C. Newman Cigar Company was founded in 1895. With our headquarters, factory and museum located in historic Ybor City (Tampa), Florida, J.C Newman Cigar Company is the oldest family-owned cigar manufacturer and distributor of premium cigars in the country and operates the last cigar factory in the Cigar City of Tampa.

Working under the direction of the Building & Maintenance Superintendent this position requires an individual with at least 2 years' experience in general building maintenance and repair. Work may include installation, maintenance and repair of plumbing components and electrical fixtures; testing and trouble-shooting HVAC and electrical systems.

Experience working with a variety of hand and power tools; performing painting, drywall repair, carpentry, plumbing, masonry, and welding tasks is required. To be successful in this position it will require an individual who possess teamworking skills, problem-solving skills, interpersonal skills, enthusiasm, initiative, and attention to detail.

The Essential Duties, Functions and Responsibilities are as follows:

- 2 years' experience working as a maintenance technician servicing a commercial building.
- Trouble shoot and problem solve all building functions and issues.
- Follow company safety guidelines and procedure
- Contributes to the maintenance team effort by accomplishing tasks to meet the needs of all the entire JC Newman Cigar team.
- Perform general maintenance and repair of buildings, grounds and equipment and other miscellaneous items as directed. This includes carpentry, painting, plumbing, some electrical an HVAC repairs.
- Perform weekly filter replacement for HVAC equipment.
- Perform repair/alterations of building woodwork (cubicle partitions, doors, windows cabinets, or special wood working projects).
- Perform/assist in hurricane preparedness program.
- Install, maintain, and repair valves, faucets, traps, sinks, water closets and urinals.
- Perform general carpentry work in the alteration, repair and maintenance of buildings, floors, doors, and windows.
- Repair defective components in fluorescent light fixtures, replace burned out bulbs, and replace defective switches and receptacles.
- Relocate furniture and equipment from building to building as required.



2701 North Sixteenth Street, Tampa, Florida 33605

P: 813 . 248 . 2124 | F: 813 . 247 . 2135 | www.jcnewman.com

- Take pride in personal appearance and perform all duties with a commitment to excellence.
- Perform other related facilities duties as required.

Qualifications, Skills Knowledge and Abilities are as follows:

- Trade School or high school diploma
- Possess and continue to maintain a valid unrestricted Florida Driver License.
- Be able to read, write, and understand and follow oral and written instructions.
- Have at least 2 years of experience in one or more of the building maintenance trades detailed above.
- Have experience working in a commercial building setting.
- Be able to perform manual tasks for extended periods of time.
- Have the ability to lift at least 50 lbs.
- Have experience working with Microsoft Office Word and Outlook

J.C. Newman Cigar offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies, vacation, and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at hr@jcnewman.com or visit our website [JC Newman Careers](#) to complete an application and submit a resume.

At J.C. Newman Cigar Company we hold a belief that diversity and inclusion is an essential part of our success over the last 127 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug free workplace and conduct pre-employment drug screening.