



## HOURLY JOB/POSITION DESCRIPTION

**JOB TITLE: Maintenance Assistant**

**PREPARED BY: Valerie Tuggle**

**DIVISION: Communications Products**

**DEPARTMENT: Maintenance**

**APPROVED BY: Brent Curtis**

**JOB CODE: 128298 (Summer Help)**

**APPROVAL DATE: 4/7/08**

### General Position Description:

This temporary position exists for the purpose of performing tasks such as painting, cleaning, assisting with minor repairs to walls, floors, and ceilings. With training, will use hand operated lifts and scissor lift on a limited basis. Use various hand and power tools. Assist with routine and preventive maintenance and servicing tasks such as cleaning, adjusting and inspections on support equipment. Assist with the general maintenance duties and functions as needed including; building shipping containers, movement of equipment and parts, minor repairs and equipment installations.

### Description of essential job functions:

Painting, cleaning and general facility repairs. 80%

Assist with minor facility repairs, general assembly and installation of equipment. 15%

Assist with organizing and documentation. 5%

Perform other duties as directed by the Maintenance Supervisor, Maintenance Manager, or designate.

**Preferred qualifications for this position:**

Previous work with painting, hand and power tools, operation of hand controlled equipment and minor mechanical duties

**In order to perform this job satisfactorily, applicant must be able to:**

Accurately read and write, understand verbal or written instructions, and provide clear verbal or written information and instructions to others. Sustain very good work habits and personal initiative and must work well with others or alone on job assignments. Individual must follow all safety and health rules along with maintaining housekeeping in areas of responsibility.

**Physical requirements of this job:**

This position requires significant standing and walking, as well as kneeling, squatting, bending, pushing, and pulling. Occasional lifting of up to 75 lbs. will be necessary when conducting job duties. Some job tasks will also require working at heights. Examples include working from ladders and performing necessary work on the roof of the plant. Individual will be trained in the use of scissor and hand operated lifts once certified. Must be able to work in both hot and cold temperature conditions.

**I have read and understand the above job description and can perform the essential functions of the job, with or without reasonable accommodation.**

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**SIGNATURE**

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**DATE**