

**POSITION TITLE:** MAINTENANCE HELPER  
**REPORTS TO:** Maintenance Manager  
**IMMEDIATE SUBORDINATES:**

**FLSA:** **Non-exempt**

**POSITION SUMMARY:** Assists in the maintenance of the plant and the machinery.

**ESSENTIAL FUNCTIONS:**

- Assists in repairs for plant and the plant machinery determining when to replace or repair the parts and equipment.
- Lubes all equipment per the lubing schedule
- Assists with the records of repairs & preventive maintenance.
- Assists a Technician in repairing equipment problems.
- Assist with the requisition of equipment and supplies.
- Keeps work area clean and well organized. Support department's 7S processes and quality improvement processes.
- Support department in maintaining equipment per company Total Preventive Maintenance (TPM) guidelines.
- Initiates action to prevent problems, document quality problems, contribute solutions to problems, and verify implementation of solutions. Control further processing when a problem is identified.
- Respect and conform to all accepted safe work practices and standards.

**OTHER RESPONSIBILITIES:**

- Use precision machine devices in maintenance and repair of equipment.
- Read and draw prints on circuits.

- Attend on going in-house quality education classes.
- Performs other duties as required.
- Observe and conform to all company rules and regulations as outlined in the “Employee Handbook.”

**EDUCATION & EXPERIENCE REQUIRED:** Minimum of 1-2 year’s industrial maintenance experience or 3-5 year’s machine operator experience that included basic preventative maintenance and simple machine repairs. Reading, language, and math skills at a 12<sup>th</sup> grade level or above. Possess the ability to use hand tools & power tools. Able to troubleshoot and repair welding, mechanical, hydraulics, basic electrical & pneumatics problems. C.P.R & first aid certification or the willingness to become certified required.

**SKILLS & PHYSICAL REQUIREMENTS:** Ability to stand for 8 to 10 hours. Able to lift 50-80 lbs, climb ladders, catwalks, etc. Able to work on all types of plant equipment. Able to operate forklifts and man-lifts. Basic computer skills needed. Able to plan, anticipate and address potential problems before they occur. Able to handle stressful situations. Able to work in noisy and harsh conditions. Must have strong initiative, easily adapt to change, work well in a team environment and under pressure to meet tight deadlines. Be willing to work long and irregular hours including weekends.

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Employee name: [Print]

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Signature

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Date:

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Approved by: [Print]

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Signature

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