

FACILITY MAINTENANCE ASSISTANT

Job Description

Reports to: MAINTENANCE MANAGER

Supervises: N/A

Status: This position is full-time, non-exempt status

Classification: Non-regulated, safety-sensitive

Job Summary:

This position is responsible for assisting the maintenance manager with routine maintenance of company vehicles, equipment, and facilities and maintaining appropriate records of service.

Duties and Responsibilities:

1. Performs vehicle repair/maintenance, assists supervisor with maintaining truck service records and assists in safety inspections of vehicles.
2. Performs preventive maintenance (PM) and repairs for plant pumps, tools and scales. Includes assisting with calibration scheduling and records.
3. Inspects general cleanliness of facility to include routine walk through, including sweeping, recycling, garbage removal as necessary and holding others accountable for general cleanliness.
4. Supports the implementation and maintenance of the 5S process as trained by management for equipment and tools for storage and access for entire facility.
5. Handles all non-conforming materials determined to be disposed, identifying hazardous waste generated, and compiling records in compliance with state and federal regulations.
6. Maintains a positive, professional relationship with co-workers, customers, and suppliers.
7. Must report accidents or spills promptly and is a first-line responder to incident reports by others. Takes action to contain any spilled product is able to do so in a safe manner.
8. Performs emergency response duties as needed.
9. Must comply with all company safety, security, quality and environmental standards.
10. Works within the Tarr System Manual built upon the framework of ISO 9001 Quality Management System and Responsible Distribution Process requirements.
11. Performs other duties as assigned by management.

Physical Requirements:

Frequently need to lift, push, pull and bend. Standing for long periods of time. Often will work outside creating potential extreme conditions such as heat, wind or rain.

This description reflects the general duties considered necessary to describe the principal functions of the job identified for the purposes of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

Qualifications:

1. Requires broad knowledge and skill for facility and fleet repair and maintenance
2. Basic computer skills for Outlook, excel spreadsheet and internet
3. Must be organized and able to meet deadlines
4. Ability to work with little supervision
5. Hazwoper Training Certified preferred
6. High School Diploma or GED required