

Department: Maintenance **FLSA Status:** Non-Exempt
Reports to: Operations Manager **Date:** May 21, 2026

POSITION SUMMARY:

This position will assist Maintenance in basic preventative maintenance on machinery and equipment and assist in various machine/building repairs.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Assist with basic preventative maintenance on machinery, equipment, tools and building
- Assist in repairs of machinery, tools, and forklifts as requested
- General start up procedures of equipment
- Must be able to lift up to 50 pounds
- Work may be required in extreme heat and cold environments
- Other assignments as made by management

QUALIFICATIONS:

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- Must demonstrate regular, predictable attendance
- High School Diploma or equivalent
- General maintenance skills
- Ability to follow specific instructions and directions
- Must have good communication (written, verbal and listening) skills