



Maintenance Assistant

Position summary

AAA Hardwoods in Weyauwega, Wisconsin is seeking a dependable Maintenance Assistant to assist with basic preventative maintenance and repairs to machinery, equipment, tools, forklifts, and building systems. This entry-level position will work Monday – Thursday from 6am – 4:30pm during training and then will switch to Monday – Friday workweek.

Essential functions

- Follow all corporate safety guidelines and requirements, use appropriate personal protective equipment, and proactively address or report unsafe conditions.
- Maintain housekeeping and safety standards to ensure the work area remains clean, organized, and inspection-ready.
- Assist with basic preventative maintenance on machinery, equipment, tools, and building systems.
- Assist with repairs to machinery, tools, and forklifts as requested.
- Perform general equipment start-up procedures.
- Safely lift and handle materials weighing up to 50 pounds.
- Work in environments that may experience extreme heat or cold.
- Perform other duties and assignments as directed by management.

Qualifications

- High school diploma or equivalent.
- General maintenance skills and a willingness to learn.
- Ability to follow specific instructions and directions.
- Strong communication skills, including written, verbal, and active listening skills.
- Demonstrated ability to work effectively both independently and as part of a team.
- Ability to build and maintain positive working relationships with coworkers.
- Team-oriented mindset with a focus on supporting the overall success of the organization.
- Reliable and consistent attendance is required.

What we're looking for

The ideal candidate is safety-conscious, dependable, hands-on, and willing to assist wherever needed. A positive attitude, strong work ethic, and ability to work cooperatively with others are essential to success in this role.