



## Job Description

**Department:** Factory Maintenance

**Job Title:** Maintenance Assistant

**Pay Grade Level:** 3

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### **Purpose and Description:**

- Performs preventative maintenance on equipment, building, and grounds keeping
- Have electrical and mechanical skills; welding experience is a plus
- Have knowledge of air compressors, vacuum systems, machine shop equipment (lathe, milling machines, band saw, drill press, etc.), and hand tools
- Have knowledge of Lock Out Tag Out procedures and PLCs
- Have problem-solving skills
- Ability to understand standard and metric measurements
- Work with minimal supervision
- Clean work areas and store equipment appropriately
- Follow all procedures and safe work practices
- All other duties as assigned

### **Skills, Education, and Experience Required:**

Education: high school diploma, GED, or equivalent

OPERATOR must control machines and processes as they handle and move objects and perform activities that use their entire body. They must get and process information needed to do the job. They must inspect and maintain mechanical equipment, as well as monitor materials and evaluate them against standards.

### **Special Job Demands (working conditions, travel, hazards, etc.):**

OPERATORS are sometimes exposed to hazardous situations. There is a moderate possibility of slight injury. However, following safety precautions can reduce the risk of injury.