

SUMMARY

Provides assistance to maintenance department associated with the daily operation of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives and carries out instructions.
- Washes, vacuums and details the interior and exterior of tractors and trailers.
- Services equipment with fuel and lubricants.
- Performs daily maintenance on wash and fuel bay equipment.
- Visually inspects equipment for defects and routes in for proper repairs and preventative maintenance services.
- Loads and unloads pallets as needed.
- Performs various janitorial and ground maintenance duties.
- Watches for and reports irregularities to equipment or grounds.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 100 pounds as required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Forklift Certification May Be Required

WORK ENVIRONMENT

The nature of the environment is one in which the employee may come in contact with outside weather conditions, vibration, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold or extreme heat and excessive noise levels.

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

