



Job Description – Maintenance Assistant

Location: Harrisonburg, VA

Reports to: Maintenance Supervisor

Work Hours: 8:00AM – 4:30PM

Responsibilities:

- Monitor the general conditions of company buildings and equipment to ensure high quality appearance and performance
- Evaluate needs and make repairs where qualified
- Perform minor repairs to masonry, electrical equipment, plumbing, roofing and gutters, interior and exterior paint, concrete floors, pads, sidewalks, and asphalt
- Complete preventative maintenance and repair to HVAC, overhead doors, dock levelers, automobiles, and residential houses
- Follow an established service for preventative maintenance of equipment, warehouses, facilities, and company properties
- Conduct exterior preventative maintenance including seeding, fertilization, spraying weeds, spreading mulch, trimming shrubs, snow removal, and other related tasks
- Compile a log of all service and maintenance activity
- Ensure handling of hazardous materials such as paints, solvents, chemicals, and fertilizers complies with state and federal regulations

Qualifications:

- Minimum of H.S. degree or equivalent
- 3 years of general maintenance experience
- Experience with mechanical and electrical repair
- Desire to work hard
- Quick learner
- Ability to communicate effectively
- Ability to read and follow safety regulations
- Ability to use basic maintenance equipment such as saws, drills, testers, lifts, and floor maintenance equipment
- Ability to determine material requirements for specific and/or specialized projects
- Ability to work at elevated heights of up to 50 feet
- Ability to install, move, dismantle, and reassemble machinery and mechanical equipment
- Knowledge of maintenance supplies, equipment, services, and general landscaping and lawn care
- Knowledge of plumbing, HVAC systems, and building electrical systems
- Knowledge of basic carpentry, sheet rock, painting and door hardware installation

License/Certificates:

- Possession of a valid state driver's license is required

This job description reflects management's assignment of essential functions and nothing in this job description restricts management's rights to assign or reassign duties at any time.