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# Example of Maintenance Assistant Job Description

Our company is growing rapidly and is hiring for a maintenance assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for maintenance assistant

* Cleans shipping area and racks
* Empties trash and garbage containers
* Cleans snow and debris from sidewalk
* Responsible for mowing lawns, trimming hedges, removing weeds and raking and disposing of leaves and refuses
* Basic machine maintenance (such as checking and filling machines with oil)
* Moving materials using a manual hand cart
* Assist Maintenance Dept
* Maintains courteous and helpful demeanor with residents, prospective residents, co-workers, vendors
* Working individually teaming with other employees to complete assigned work and achieve goals while demonstrating initiative and innovation
* Perform general maintenance on farm equipment, including sanitizing machines, incubators

## Qualifications for maintenance assistant

* Must have at least 1 year of forklift operation experience
* Experience with machine maintenance is a plus but is not required
* Ability to sit or stand for entire 8-10 hour shift as needed
* Ability to read, understand, and abide by all safety policies and procedures and follow equipment and system manuals
* Ability to stand/walk for a 7-9-hour shift
* Capacity & comfort to easily work on a platform lift up to 40 feet from the ground