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# Example of Maintenance Assistant Job Description

Our company is looking to fill the role of maintenance assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance assistant

* Accumulate all pertinent data necessary to issue the monthly Stores status report
* Maintain current critical spares list and ensure accuracy with maintenance supervision
* Create monthly spreadsheets for month end close requirements and create and publish maintenance key measures tracking charts
* Create reports to allow reporting for maintenance performance metrics
* Maintain vacation schedules and absence records for the department
* Actively supports, participates, and accepts responsibility for meeting plant safety, environmental, and quality programs and objectives and Process Safety Management goals and monthly spreadsheet responsibilities
* Assumes accountability for meeting plant safety goals and various other requirements including training, work permits, critical items inspections, job observations, housekeeping, reporting hazards and issues, and working safely in job assignments
* Audit received invoices against timesheets and delivery tickets and prepare for processing
* Inspection of installed equipment and first line response to faults and equipment failures
* Maintain basic building components such as doors, windows and ironmongery

## Qualifications for maintenance assistant

* Ability to bend, stoop, and lift up to 10 pounds repeatedly, and climb steps
* Ability to frequently stoop, kneel, crawl, and bend
* Ability to work in an environment with strong, raw animal odors
* Full time position based on a 40-hour work week
* May be required to work overtime based on operational needs
* Constant need (66% to 100% of time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instructions from staff