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# Example of Maintenance Associate Job Description

Our growing company is looking for a maintenance associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for maintenance associate

* Disassemble machinery and equipment to remove, inspect, and replace or repair components
* Clean, lubricate, and perform preventive maintenance tasks on production machines/equipment
* Performs routine preventative maintenance, major and minor repairs, and troubleshooting and resolution of breakdown or out of control situations
* Sets up and operates machine tools (lathes, grinders, mills, drill presses, ) to repair and/or fabricate parts, jigs, fixtures and tools
* Coordinate service calls with vendors for building repairs and maintenance
* Completes daily, weekly and monthly checklists of building equipment, Emergency lighting, HVAC equipment
* Open the center doors daily
* Clean around the building
* Replace hand soup, toilet seats and urinal screens with block
* Pick up sharps or red containers from designated area

## Qualifications for maintenance associate

* Pack and label Bio-hazard waste
* Check of the roof and the roof's drain
* Refill dispensers with hand towels
* Order housekeeping supplies and fuel oil
* Security and fire alarms
* Common areas of the warehouse