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# Example of Maintenance Helper Job Description

Our company is growing rapidly and is hiring for a maintenance helper. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for maintenance helper

* Work is performed under general direction of higher-classification tradesmen
* Observe all safety practices, procedures, directives, and use proper PPE as required
* Oversees maintenance process and/or staff
* Performs the same work duties as those of whom they supervise
* Collaborates with production staff and upper management to resolve maintenance issues
* Prepares and maintains employee records if applicable
* May serve as a direct report for maintenance staff
* On specific instructions may weld, pull wire, thread pipe, gather materials, position work and perform other work
* May drive a fork lift truck
* On occasion may check incoming shipments and arrange stock

## Qualifications for maintenance helper

* Must have working knowledge of applicable legislation
* Must hold a valid "G" driver’s license
* Must obtain a Class A commercial drivers license and all applicable endorsements before the end of the newly hired employees’ 90-working day probation period
* 1 year experience working as a mechanic preferred
* Must obtain a commercial drivers license (CDL) "A" and all applicable endorsements before the end of the newly hired employees’ 90-working day probation period
* Active TS/SCI security clearance is preferred