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# Example of Maintenance Worker Job Description

Our company is hiring for a maintenance worker. 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 worker

* Makes minor repairs and adjustments to electrical equipment and appliances
* Monitors and maintains equipment daily while performing general maintenance tasks such as corrosion control and painting
* Ensure all light fixtures are working correctly and replace lights and fixtures as needed, including exit and emergency lights
* Plans and schedules work assignments to accomplish workload with available resources and equipment
* Communicates departmental procedures for maintenance and operation of buildings
* Be responsible for snow and ice clean up, salt spreading in main entrances and parking lot paths during winter season
* Keep inventory and order plastic and metal drums for material handling, especially waste handling
* Clean up oil or water spills in both buildings, manufacturing areas and/or bathroom and cafeterias
* Drive the propane Fork Lift in order to move materials, drums and supplies around
* Dispose of mop water using metal drums

## Qualifications for maintenance worker

* 0- 2 years of experience in maintenance or a high school diploma or equivalent
* Accurately read and comprehend basic material such as instruction manuals, procedural manuals, warning labels, and blueprints
* Ability to write to record basic information (prepare reports, record maintenance activities, completing forms, taking messages)
* Ability to use a computer with clear instructions and procedures (electronic mail, basic data entry, listing database information)
* Knowledge of and ability to use tools or special devices to work, guide or move objects or materials
* Ability to carry out tasks that require a sequence of steps usually performed in a particular order