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# Example of Shop Helper Job Description

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

## Responsibilities for shop helper

* Must maintain Shop cleanliness in all areas, including areas only accessible by ladder or lift
* Must be able to drive to pick-up or deliver parts as needed
* Performing routine and moderately complex scheduled preventive maintenance including DOT annual inspections
* Training on-the-job with respect to rig operation and company rig operating procedures and other specialized training on the subject of Hazard conditions
* May be assigned additional responsibilities as necessary to support operations / production
* Assist operator in all aspects of production (stacking, moving, punching, shearing, and forming steel)
* Replaces parts as needed
* Inspect, repair, and maintain mechanical equipment and machinery such as pumps and compressors
* Occasionally assisting mechanics with repairs
* Clean tools using environmentally safe products

## Qualifications for shop helper

* Literacy and numeracy skills required for the position
* One year of related maintenance helper experience is preferred
* Ability and experience to run a loader and forklift
* Demonstrated ability to take initiative and work independently in a results-oriented environment
* Experience working with people from different cultures and knowledge of the unique challenges and opportunities presented to those living in the North are assets
* Ability to maintain standards of conduct and possess cultural awareness and sensitivity