

Maintenance Associate - Job Description

Summary

Maintain all onsite equipment and machinery at both Recycling Facilities. Adhere to all Try Recycling Inc. Health & Safety protocol as it relates his/her duties.

Essential Duties and Responsibilities

Equipment

- ❖ Equipment will be kept in good repair and ready to work
- ❖ It is expected that repairs and maintenance work will result from budget discussion on an annual basis (created in concert with the production manager)
- ❖ All guarding and safety stops will be in place and in good working order at all times without exception
- ❖ All mobile equipment is serviced on a 250-hour schedule without exception (refer to proper protocols for servicing mobile equipment)
- ❖ Appropriate paperwork is in place and completed as required to ensure that the entire maintenance process is transparent
- ❖ A pre-inspection of machines must be done and any issues recorded (in writing) to management. This will serve as an additional check to ensure that what operators are recording is accurate

Parts and Storage

- ❖ The maintenance team member is responsible for the storage trailer that typically houses machine-specific parts and fluids
- ❖ The shelves and storage areas must be kept orderly at all times.
- ❖ Filters and parts are to be replenished as required to ensure on-hand inventory at all times. This is required to minimize any potential down time.
- ❖ An on-hand inventory listing should be maintained and shared with the production manager.

General

- ❖ Maintenance forms always completed without exception
- ❖ The maintenance team member will carry a radio at all times and be available by radio for immediate response
- ❖ The maintenance team member will be responsible for the cleanliness and organization of the TRY service vehicle – this is your office and it will be kept in good working order and condition.
- ❖ From time to time, as required by management, equipment operation may be required.

Qualifications

To perform this job successfully, the team member must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduated high school and obtained an O.S.S.D. or equivalent; two years related experience; or a combination of a high school diploma and related experience.

Language Skills

- ❖ The team member must have adequate reading ability so that they can interpret documents such as safety guidelines, procedure manuals and other miscellaneous documents.
- ❖ The team member must have adequate writing ability in order to fill out the required documents.
- ❖ The team member must have adequate English speaking capability in order to speak effectively to their peers in the organization.

Reasoning Ability

The team member must have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Effort

Physical Effort: The team member is regularly required to bend, kneel or sit, use hands to pick up parts around the maintenance site; reach with hands and arms and talk or hear. The team member might be required to lift from 10 pounds up to 100 pounds.

Mental Effort: The team member must pay close attention to their surroundings and what is going on around them at all times.

Emotional Effort: Enforcement of safety rules and paying constant attention to the proper Personal Protective Equipment (PPE) is used at all times. Pay attention to what is going on around you as there is larger equipment moving throughout the facilities at all times

Work Environment

While performing the duties of this job, the team member is regularly exposed to moving mechanical parts, fumes and airborne particles. The employee is constantly exposed to the outside weather conditions.

Dingman Road

The working hours will be 7 a.m. to 6 p.m. Monday to Friday (March 1 – November 1) 7 a.m. – 5 p.m. (November 1 – February 28) Monday to Friday. Some Saturday shifts may be required from 8 a.m. to 2 p.m.

Clarke Road

The working hours will be 7 a.m. to 5 p.m. Monday to Friday. Some Saturday shifts may be required from 8 a.m. to 12 p.m.

The noise level in the environment is medium too high.

Candidate must own a vehicle as there is no public transportation and must be willing to travel between different sites whenever need be.