



9004 Trinity Blvd.
Fort Worth, TX 76118
817-280-0467

Job Title: Maintenance

Work Location: Shop

Division/Department: Facilities

Reports to: Facility Manager

☒ **Full-time**
☐ **Part-time**

☐ **Exempt**
☒ **Nonexempt**

Essential Duties and Responsibilities:

- Stock incoming supplies in storage area
- Clean all areas of shop daily
- Perform preventative maintenance on forklifts (check oil, other fluids, batteries, etc.)
- Preventative maintenance on air compressors / blowers (including but not limited to changing filters, oil, etc.)
- Maintain cleanliness of blast room and cabinet, clean filters and vacuum dust collector
- Must be able to do drywall work and paint
- Check AC unit filters and change as needed
- Assist in retrieving shop supplies from storage area and distributing to personnel as needed
- Basic knowledge of plumbing
- Work on electrical items
- Use hand tools (drills, handsaws, hammer, etc.) daily
- Assist in moving file boxes for organization
- Clean / Organize storage area
- Change or Repair light bulbs / light fixtures
- Assist with flooring removal, replacement, repair
- Replace tank filters
- Clean filters in waste Treatment and processing Line
- Assist with moving chemical drums , may include assisting pouring / removing chemical from drum to container
- Perform maintenance on fans, including replacing belts
- Maintain and inspect Paint area exhaust fan
- General assistance in areas when needed

Education and/or Work Experience Requirements:

- **High School or GED**

Physical Requirements:

- Must be able to lift and carry up to 75 lbs
- Must be able to talk, listen and speak clearly
- Must be able to stand, bend and kneel for long periods of time
- Must be able to use a ladder and climb to high areas like roof
- Must be able to use pallet jack and forklift
- Must be able to endure heights

Print Employee Name:

Employee signature:

Date: