

Guardian Moving and Storage Co., Inc.
Position Description

Title: General Maintenance Worker **Job Number:** 23370
Job Family: Skilled Trades/Crafts **Grade:** SCA
Date Prepared: June 1, 2017 **Exempt/Nonexempt:** NE

Purpose and Scope:

This position may perform non-hazardous environmental clean-up throughout the depot and tenant industrial operations. May operate various forms of equipment to include forklifts and tow motors, and floor sweepers. Work is performed under the direction and supervision of the environmental hazardous material team performing duties determined to be non-hazardous.

Essential Responsibilities:

- 1) Replacing electrical receptacles, wires, switches, fixtures, and motors using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets, painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles.
- 2) Hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.
- 3) May perform routine and non-routine troubleshooting/problem identification and resolution.
- 4) Operate forklift or tow motor moving material and supplies.
- 5) Respond to various types of non-hazardous spills and waste performing containment and cleanup duties. Provide assistance as appropriate based on skills, knowledge, and ability.
- 6) Removes and replaces non-environmentally hazardous filters. Bags and disposes of expended product according to government markings and disposal procedures.
- 7) Removal of non-hazardous material from water jet covers.
- 8) May be required to possess a forklift operator license.

Perform all other position related duties as assigned or requested.

Minimum Position Knowledge, Skills, and Abilities Required:

High school diploma or GED is required. Specific training and thorough knowledge in the particular area of facility maintenance, plus a broad knowledge of other disciplines such as general math, etc., is required. Ability to read and write in English. Knowledge of applicable state and Federal laws and company policies and procedures is required. Must possess a valid state issued driver license. Forklift experience up to 6000lbs desired. A minimum of two (2) years of documented, verifiable training or experience with hazardous material desired.

Work Environment, Physical Demands, and Mental Demands:

Works inside and outside in various weather conditions to include extreme cold and heat. Work

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around non-hazardous materials/waste lifting, stooping, crawling, bending, and carrying. Heavy lifting up to 50 pounds on a daily basis. Constant exposure to various forms of dust to include rubber dust, dust from steel shot, lime dust, garnet and sand. Constant use of speech/hearing abilities for communication, constant mental alertness, must possess planning/organizing skills. Position may require the ability to pass and maintain a Security Clearance. Position may require travel.

Other Responsibilities:

Safety – Guardian enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. As appropriate, each employee is responsible for completing all training requirements and fulfilling all self-aid/buddy aid responsibilities, participating in emergency response tasks and serving on safety committees and teams.

Quality - Quality is the foundation for the management of our business and the keystone to our goal of customer satisfaction. It is our policy to consistently provide services that meet customer expectations. Accordingly, each employee must conform to the Guardian Quality Policy and carry out job activities in compliance with applicable Guardian Quality System documents and customer contracts. Each employee must read and understand his/her Quality Management and Customer Satisfaction responsibilities.

Procedure Compliance - Each employee must read, understand and implement the general and specific operational, safety, quality and environmental requirements of all plans, procedures and policies pertaining to his/her job.

Review and Approval: Steven P O'Carroll

Date: June 1, 2017