



## **MAINTENANCE ASSISTANT**

**PROGRESSION OF SUPERVISORS:** Maintenance Manager, Senior Manager of Logistics Maintenance and Safety, CEO

**JOB SUMMARY:** Assist maintenance technicians with maintaining and repairing equipment, machinery, and vehicles to meet the quality and safety specifications within the established timelines. Work as a team to help with the maintenance, installation, repair and building of greenhouse structures and equipment as directed. Respond to requests and complete all required documentation within established parameters. Support Four Star Greenhouse's Mission Statement in all job-related functions.

### **ESSENTIAL FUNCTIONS:**

1. Assist with the maintenance, installation, repair and building of greenhouse structures and equipment under the mentorship and direction of Facilities Maintenance Technician(s).
2. Furnish tools, materials, and supplies to other workers in a timely manner.
3. Clean work area, machines, and tools as assigned.
4. Perform preventative or seasonal maintenance as assigned.
5. Report any unsafe conditions, damage to equipment, injuries, or challenges with completing any assignments without delay.
6. Complete all duties assigned at the discretion of Department leadership.
7. Respond to maintenance requests in a timely and safe manner through our ticketing system.

### **INDIVIDUAL ATTRIBUTE IDEALS:**

1. Act with Integrity – doing the right thing with honor, even when no one is looking or the consequences are costly, focused on what's best for our company and customers.
2. Model Humble Confidence and Courageous Character – maintain a positive attitude with a foundation of humility and empathy while acting with clarity of vision, strength, and confidence.
3. Relate Authentically – connect with others, listen to understand, communicate with unwavering candor, honesty, discretion, and respect for all.
4. Operate Transparently – be proactively open and honest, lead by offering complete visibility into successes, failures and challenges that are encountered each day.
5. Embody Teamwork – embrace and foster a collaborative culture, share ideas, engage in constructive debate, give, and expect mutual support, celebrate wins together.
6. Exemplify Accountability – measure yourself by the highest standards of integrity, responsibility, and performance, as if you are the Owner of Four Star.
7. Innovate Relentlessly – welcome change, make time to learn, think differently, try out new ideas, take risks, learn from mistakes, simplify complexity, be persistent, find ways to make something better, today!



**ESSENTIAL SKILLS:**

1. Safely operate common hand tools after training.
2. Know the names of all common tools and equipment after training.

**ESSENTIAL WORK HABITS:**

1. Follow all safety precautions related to each task. Set a positive example for safety.
2. Clean up after all projects and keep tools, supplies & working areas functional and organized. Follow all sanitary procedures to meet company cleanliness and organizational standards.
3. Adjust schedule daily, weekly, or seasonally as directed by Maintenance Manager. IE- willing to work more or less hours depending on the needs of the department.
4. Prepare in advance by having clothing and footwear suitable for indoor or outdoor work as needed.
5. Demonstrate the ability to maintain a positive and cooperative attitude with all fellow employees. Promote positive morale in your department by working effectively as a team member.
6. Demonstrate a willingness and eagerness to learn on the job.

**QUALIFICATIONS:**

1. Valid driver license preferred.
2. Must be able to speak and read English because all instructions/guidance will be written or verbally delivered in English.

**PHYSICAL ASPECTS:**

1. Employee will be exposed to the sun and/or high intensity lights.
2. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature.
3. Employee may be exposed to inclement outdoor weather.
4. Lifting a minimum of 50lbs.
5. Employee will be expected to do a fair amount of walking, standing in one place, climbing ladders, using power tools, pulling or pushing equipment, etc.
6. Employee may work in wet and slippery environments.