

MORTON MANUFACTURING

"Quality Aerospace Fasteners"



JOB DESCRIPTION

Job Title: Maintenance Helper	Reports to: Maintenance Supervisor
Department: Maintenance	FLSA: Hourly
Approved by: Human Resources	

Position Overview

To take care of our building and carry out cleaning and maintenance and security duties. The goal is to keep our building in a clean and orderly condition.

Essential Job Functions and Responsibilities

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning offices.
- Carry out heavy cleansing tasks and special projects.
- Notify management of occurring deficiencies or needs for repairs.
- Stock and maintain supply rooms.
- Maintain Oil Inventories.
- Keep outside oil storage clean and orderly.
- Collect sludge from grinding dept. and separate oil from sludge by running through centrifuge.
- Maintain inventory of scrap metal for 30 day recycling
- Maintain count of sludge barrels and report amount to supervisor for timely pick-up.
- Maintain inventory on used sand blast materials for hazardous disposal.
- Run floor scrubber daily to keep floors in grinding department clean along with scrubbing floors in common areas.
- Maintain equipment logs on compressor, dryer, and mist, dust collection systems.
- Assist maintenance technicians when required.
- Follow all health and safety regulations.

Scope

- This position reports to Maintenance Supervisor and does not have direct reports.

Requirements / Qualifications

- High School diploma/ GED.
- Familiarity with Material Safety Data Sheets.
- Integrity and ability to work independently.

Preferred Qualifications

- Entry Level