

GENERAL MAINTENANCE AND SUPPORT

Location: Mabank, TX

FULL TIME

REPORTS TO: Site Director

I. JOB SUMMARY

Under the supervision of the Site Director, the General Maintenance and Support position performs a variety of labor activities related to both the interior, exterior, and project related environments. The scope of work includes shop organization, clean-up, managing fuel levels in equipment, sorting and disposing of pallets, packaging materials, and general material supplies. This position will also support some new construction activities involving fence building and assisting with metal building assembly, mowing, weed eating, assistance with packaging of products when needed and/or activities with other duties to be performed as assigned. Additionally, this job will require you to wear casual work wear with solid, good sole shoes with support.

II. DUTIES AND RESPONSIBILITIES

- Perform general equipment fuel-ups, tire air ups, pallet and scrap sorting, site clean-up and organization.
- Perform general landscape maintenance including mowing, weed whipping, operating equipment as instructed.
- Assist with fence and metal building assembly when needed and as instructed by Senior employees.
- Assist with packaging when assigned staff need additional help.
- Assist with loading and unloading of product from trucks, using fork lifts or similar as instructed by Senior employees.
- Always use protective eyewear, facemasks, and/or ear plugs as properly trained and instructed by Senior employees when engaging in metal work, landscape, and building construction work tasks.
- Assist in shop area clean-up, including putting away of equipment and tools, sweeping, washing down pavement, or other duties to be performed as assigned.

III. REQUIRED EDUCATION AND SKILLS:

- High school diploma or equivalent.
- Must have good English written and verbal communication skills.
- Demonstrates accuracy and thoroughness, with willingness to learn.
- Able to work with minimal supervision, efficiently schedule and manage time.

IV. PHYSICAL DEMANDS

- The general maintenance and support position must be able to work out in the open environment, exposed to wind, sun (including high heat and humidity, and rain for extended periods of time.
- The general laborer must be able to lift regularly lift from 10 lbs up to 60 lbs.
- The general laborer will be regularly required to stand, walk, and sit or kneel for extended periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This full-time position is located on-site with current production activities, located in Mabank, TX.

VI. PAY & HOURS

- Starting pay is \$15.00. Overtime will be paid for hours worked per week, over 40 hours.
- The position is deemed full-time, temporary with no paid benefits, no paid holidays or vacation days. Any time taken off of work is unpaid time.
- Hours are 8 hours per day, Monday – Friday, working 7am-3:30pm. Overtime as required.

FORM AND FIBER

VII. APPLICANT DISCLOSURE & ACKNOWLEDGEMENT

1. By applying for this position, is there any reason you would be unable to perform the scope of work that you are applying for because of any health-related condition, or any personal aversion towards that type of work? Yes No
Please Note: Any false answers or failure to disclose may be grounds for immediate termination in the employer's discretion.

If yes, please explain: _____

2. By Signing this job description, applicant acknowledges they have fully read and understand the requirements for this job description, and hereby acknowledge they have the ability to perform the scope of work being applied for.

Applicant Signature _____ Date _____

Cc: Human Resource File