

*An Industrial Maintenance Assistant plays a crucial role in ensuring the operational efficiency of a manufacturing facility. This position is responsible for performing maintenance and repair work to support the internal operations to minimize asset breakdowns, increase uptime, and improve overall plant reliability.*

**Primary Duties and Responsibilities:**

- **Maintenance and Repair:**
  - Perform routine maintenance, troubleshooting and repairs on various machinery and equipment but not limited to concrete mixers, conveyors, hydraulic/water pumps, hydraulic/pneumatic gates, bridge cranes, overhead doors, and motors.
  - Perform routine maintenance, troubleshooting and repairs on concrete forms (hydraulic), rebar bending/shearing machine (hydraulic/pneumatic) and various small tools.
  - Assist in general facilities maintenance to include air and water plumbing, basic electrical work (replacing or installing lights, outlets, security cameras, etc.).
  - Small tools repair.
  - Inspect production forms and perform minor maintenance (latches, locking pins, adjustments, etc.)
  - Assist at jobsite installations/repairs and project work as needed.
- **Preventive Maintenance:**
  - Monitor preventive maintenance programs and perform preventative maintenance tasks.
- **Troubleshooting:**
  - Diagnose mechanical, electrical, hydraulic issues in equipment and machinery and develop effective solutions.
- **Documentation:**
  - Maintain accurate records of maintenance activities, repairs, and inspections, utilizing maintenance management systems, (MaintainX or equivalent).
- **Safety Compliance:**
  - Adhere to all safety protocols and regulations, ensuring and promoting a safe working environment for oneself and others.
- **Collaboration:**
  - Work closely with production teams, facility maintenance team or fabrication team to minimize disruption and ensure continuous operation of equipment.
- **Upgrades and Installations:**
  - Assist in the installation and upgrade of equipment as needed.
- **Inventory Management:**
  - Place orders as necessary to maintain adequate stock levels.

### **Minimum Qualifications:**

- **General:**
  - Maintain a valid driver's license.
  - Reliable transportation to and from work.
  - Ability to work safely and follow all company safety policies.
  - Ability to successfully complete equipment operating training.
  - Comfortable with heights and/or confined spaces.
- **Education:** High School diploma or equivalent; technical training in industrial maintenance is preferred.
- **Experience:** Previous experience in industrial maintenance or a related field (typically 2 – 5 years).
- **Problem Solving:** Strong analytical and problem solving skills to diagnose and resolve equipment issues effectively.
- **Communication Skills:** Ability to communicate effectively with team members and management regarding maintenance needs and upgrades.

### **Physical Requirements:**

- Required to stand, walk, stoop, crouch, kneel, bend, climb, or sit for extended periods of time; reach and handle objects, tools, or controls; regularly lift, carry push, pull, or otherwise move objects weighing up to 50 lbs.; and occasionally lift or move objects weighing more than 100 lbs. with assistance.
- Perform manual labor and utilize various hand tools.

### **Working Environment:**

- Work is performed inside and outside in all weather conditions. On occasion, work is performed in potentially adverse weather conditions.
- The noise level is usually moderate; however the individual frequently works near moving mechanical parts.
- Work may be relegated to nights, weekends and holidays depending on production schedules.

### **Company Benefits:**

- Paid Time Off: vacation and sick pay
- Paid Holidays
- 401(k) Retirement Savings Plan & Profit-Sharing Program
- Medical, Dental, & Vision Insurance options
- Short-Term and Long-Term Disability
- Life Insurance



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*This role is vital for maintaining productivity in a manufacturing setting, requiring a blend of technical skills, attention to detail and above all a commitment to safety.*