

## **Maintenance Helper**

**Non-Exempt Full-Time: \$12/HR**

### **Essential Job Functions:**

- Maintain the working and physical condition of Goodwill property and facilities.
- Repair or replace defective equipment parts using hand tools and power tools and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment to diagnose machine malfunctions.
- Record maintenance and repair work performed and the costs of the work.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Adjust functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges.
- Paint and repair roofs, windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Operate cutting torches or welding equipment to cut or join metal parts.
- Align and balance new equipment after installation.
- Maintain and repair specialized equipment and machinery found in cafeterias, laundries, hospitals, stores, offices, and factories.
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles.
- Fabricate and repair counters, benches, partitions, and other wooden structures such as sheds and outbuildings.
- Lay brick to repair and maintain buildings, walls, arches and other structures.
- Other duties as assigned.