

Maintenance Mechanic Helper

Reports to: Maintenance Supervisor

Department: Maintenance

Division: Everts Air Cargo

Station: ANC

Job Summary:

Assists with all aspects of maintenance throughout the company.

Essential Functions:

1. Assist with preheating, launch and recovery, servicing, fluids, snow removal, and deicing.
2. Position vehicles, machinery, equipment, physical structures and other objects, for assembly or installation.
3. Help mechanics maintain and repair vehicles, industrial machinery, and electrical equipment.
4. Clean or lubricate machinery, equipment, instruments, tools, work areas, and other objects, power tools and cleaning equipment.
5. Assemble and disassemble machinery, equipment, components, and parts.
6. Perform duties, such as furnishing tools and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for workers.
7. Perform routine facility maintenance and repairs.
8. Pick up purchases or merchandise and deliver
9. Other duties as assigned.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

Physical Abilities:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.

5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

License(s):

1. Valid Driver's license

Qualifications:

1. Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
2. Requires the ability to understand and retain information provided verbally and written.
3. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____