

**Enviro Tech Chemical Services, Inc.**  
**Job Description**



<b>Job Title: Maintenance Tech III</b>	<b>Backup: Maintenance Tech II</b>
<b>Work Location: Helena, AR</b>	
<b>Department: Maintenance</b>	
<b>Reports to: Maintenance Manager</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	<b>Revision Date: 2/28/19</b> <b>HR Contact: Facility HR Representative</b>

**Essential Duties and Responsibilities:**

**The Maintenance Tech III is responsible for performing highly diversified duties to install, repair, and maintain production and facility equipment according to safety, predictive, and productive maintenance systems and processes to support the achievement of the goals and objectives of the company.**

- Clean and organize the maintenance shop on a daily basis. Put tools and equipment away, pick up scrap metal, and throw away all trash.
- Assist all shop employees when they need an extra hand performing certain tasks.
- Job duties include but not limited to painting, cleaning, and general assistance in all departments, must be a self-starter and keep busy at all times.
- Must be willing and able to learn new tasks and gain mechanical skills to excel in the maintenance department.
- Be able to follow directions and pay attention to what is being asked of you.
- Learn to drive a forklift and have a valid company forklift license after proper training is performed.
- May be required to drive a company vehicle occasionally to pick up parts, equipment, etc.
- Have a valid driver's license and clean driving record for insurance purposes.
- Must be proficient in using all of the company equipment such as boom lifts, scissors lifts, welding trailers, water trailer, forklifts, and golf carts.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Responsible for completing daily, weekly, monthly and annual preventative maintenance inspections in Intelix.
- Responsible for completing and closing maintenance request in Intelix in a timely manner.
- Perform other job-related duties as required.

**Education and/or Work Experience Requirements:**

- High School Diploma or GED required
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2-way radio, or handwriting
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Acceptable organizational and time management skills



**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

***Print Employee Name:***

***Employee signature:***

***Date:***

***Manager Signature:***

***Date:***

***Human Resources Signature:***

***Date:***