

Hoglund Body & Equipment

Job Description

Job Title: Facility Maintenance/Driver
Reports To: Maintenance Supervisor
Date: March 2023

SUMMARY

Work with Maintenance team to keep the office and shop clean and orderly, as well as conduct preventative maintenance/minor repairs on equipment and improve the safety of machinery and the shop floor. This position also drivers customer and fleet vehicles as necessary to pickup and delivery customer vehicles, and perform maintenance duties.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

Facility and Equipment

- Make and/or coordinate preventative maintenance and repairs to facility and equipment
- Change burnt out bulbs as needed
- Change filters in paint and sandblast booths as needed
- Change/clean furnace filters as needed
- Maintain air compressors, check oil & air filter (arrange to have them changed when needed)
- Paint booth sweep and clean, empty garbage and check paint mix room
- Change filters when needed and grease air exchange as needed

Grounds

- Shovel entrances and ice control as needed
- Blow and plow snow around buildings as needed
- Pick up liter on HBE grounds
- Maintain landscaping – trim trees and shrubs, weed and feed applications, pick weeds

Vehicles

- Maintain cars and truck, check oil (arrange to have changed when needed)
- Insurance cards in vehicles, tabs current
- Arrange tractor and truck to be DOT'd annually

Clean & Orderly

- Clean office – vacuum mats, sweep and mop floors
- Clean front office, CAO office and shop bathrooms- clean toilets, sinks, and mirrors, empty garbage and check toilet paper, soap, and towels.
- Clean break room – empty garbage; clean tables, microwave, and refrigerator; sweep and mop floor
- Empty trash and recycling in office, shop, and lunch room
- Clean the glass on the front doors, office doors and mirrors
- Pressure wash the shop bay when open and needed
- Cut up cardboard and recycle
- Load pallets and recycle as needed
- Scrap metal removal to container in back and arrange to have recycled when full

- Prepare and arrange carpet cleaning and tile floor maintained as needed
- Arrange hazardous waste removal
- Prepare cardboard and garbage bins for removal

Misc.

- Order maintenance and shop supplies as needed
- Arrange fire extinguisher inspections and maintenance
- Maintain and check eye wash stations as required
- Pickup & deliver customer vehicles and parts when needed
- Assist in meeting safety regulations throughout office and shop, reporting any unsafe conditions to Shop Supervisor and following safety policy and employee handbook.
- Any other duties as appointed

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. CDL preferred, or willingness to acquire.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

Valid driver's license
CDL or willingness to acquire

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.