



<u>JOB OPENING NOTICE</u>	DATE POSTED: 08/23/2019
	POSITION TITLE: Building & Grounds Maintenance
	DEPARTMENT: Maintenance
	SUPERVISOR: Tom Paulson
REQUISITION #: 19-23	SHIFT: 1st Shift

Employees should complete the Internal Application Form within 3 days to apply for the above position

PURPOSE/FUNCTION/SUMMARY (TRAINING NEEDS)

To perform necessary tasks relating to company property both internal and external to the building.

ESSENTIAL FUNCTIONS

1. Monitors and handles fluid and solid hazardous waste material and machine coolants.
2. Cleans and maintains assigned building and grounds areas.
3. Arranges the timely preventive maintenance of company truck.
4. Picks up and delivers production parts and materials as needed.
5. Monitors and maintains exterior lighting and company swans.
6. Obtains pond water samples and delivers to lab for testing as needed.
7. Paints office and manufacturing areas as needed.
8. Inspects fire extinguishers monthly.
9. Performs corrugated baling and welding tasks as assigned.
10. Performs machining and process related projects as assigned.
11. Cleans snow and ice from exterior walkways and parking lots in winter season.
12. Accepts and supports both the Zenith Cutter Co. Quality System and Safety and Loss Prevention Program.

PRINCIPAL RELATIONSHIPS

1. Internal: Direct supervisor and co-workers.
2. External: None.

LEVEL OF AUTHORITY

Authority to perform basic maintenance in office and plant areas.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1. Education/Training: High School Diploma or equivalent required.
- 2. Experience/Skills: Forklift license required. Welding certificate required if welding skills are utilized. CDL License required for those employees driving the 5-Ton International Stake Bed Truck.

PHYSICAL AND VISUAL DEMANDS

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

Amount of time spent each day within each category:

	None	Up to 1/3	1/3 to 2/3	2/3 or more
Stand				X
Walk				X
Sit		X		
Talk or hear		X		
Use hands		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Reach with hand and arms			X	
Taste or smell	X			

Does this job require that weight is lifted or force is exerted? If so, how much and how often?

	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements? Check all that apply.

	Close vision (clear vision at 20 inches or less)
X	Distance vision (clear vision at 20 feet or more)
X	Color vision (ability to identify and distinguish colors)
X	Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a give point)
	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
	Ability to adjust focus (ability to adjust the eye to bring in an object into sharp focus)
	No special vision requirements

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require?

	None	Up to 1/3	1/3 to 2/3	2/3 or more
Wet, humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Noise level for this work environment?

	Very Quiet (Examples: forest trail, isolation booth for testing)
	Quiet (Examples: library, private office)
X	Moderate (Examples: business office with typewriters and/or computer printers, light traffic)
X	Loud (Examples: metal can manufacturing department, large earth moving equipment)
	Very Loud (Examples: jack hammer work, front row at rock concert)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements. Individuals must be willing and available for cross training in other areas of responsibilities, as determined by the Supervisor, within the scope of all federal and state laws, as well as Zenith Cutter Co. practices and policies.