



Emterra Group Job Description

Job Title:	Maintenance Helper
Division:	Surrey, British Columbia
Reports To:	Millwright Foreman
Reference Number:	MAIN-SUR-001

Emterra Environmental is looking for a Maintenance Helper that will support activities to maximize daily production (up-time), minimize unprocessed inventory and ensure that plant, office and facility equipment is properly maintained through regular preventative maintenance. This position plays an integral role in plant and equipment operations and special projects.

A. Specific Accountabilities:

1. Perform preventative maintenance duties for all plant, facility and rolling stock (loaders, bobcats, lift trucks and scissor lifts) equipment.
2. Complete daily, weekly and monthly checklists in order to ensure adherence to preventative maintenance programs.
3. Adhere to work schedules consistent with the needs of the plant, special projects and preventative maintenance programs, and all other activities as directed by the Millwright Forman and Plant Manager.
4. Maintain proper log books of all maintenance activities.
5. Assist with the ongoing management of inventory levels for critical replacement parts (internally & externally) in the most cost effective and efficient manner.
6. Perform other duties as assigned.
7. Participate in Health & Safety initiatives of the plant.

B. Minimum Knowledge and Skills Required to Perform the Job:

1. Minimum two years experience as an Industrial Millwright or Industrial Mechanic helper.
2. Must be able to work independently as well as part of a team.
3. Welding and fabrication skills an asset.

4. Basic hand tools required.
5. Ability to operate various hand tools.
6. Ability to operate various pieces of equipment an asset, i.e. forklift, skid steer etc.
7. Physically demanding job, requires the ability to regularly lift 70lb's(33 kg's).
8. Previous working knowledge of hydraulics, pumps, motors, conveyors, shaft alignment, pulleys, belts and bearings and the ability to troubleshoot/diagnose failures of the same would be an asset.
9. Strong verbal and written communication skills.

C. Working Environment:

1. Recycling Processing Plant Environment with both inside and outside duties required.
2. Possible shift work.
3. Possible weekend work.