



## Position: Assistant Shop Maintenance

### GENERAL INFORMATION

Reports to:

Department  
Manufacturing

Work Location  
Bridgeport, MI

### GENERAL SUMMARY

This position is accountable for facility maintenance and machine repair, including cleaning and sanitizing as scheduled. Objective to provide GLE employees, customers, and visitors with a clean and orderly facility.

### PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Clean assigned rooms, areas, and hallways
2. Remove garbage and empty trash cans and dumpsters
3. Restock supplies in lunchrooms, janitorial closets, restrooms, wash areas, and other designated areas as needed.
4. Building repair (Including painting and repair)
5. Follow written and verbal instructions from Supervisor
6. Follow and continually monitor established safety procedures to assure a clean and safe work environment is promoted and maintained.
7. Machine cleaning and repair as directed by Supervisor.
8. Machining to include Grinding
9. Maintain a positive work atmosphere by behaving and communicating in a manner that interfaces well with customers, clients, co-workers, and management members.
10. Perform other ad hoc duties and projects as assigned

### JOB SPECIFICATIONS

1. Minimum of a High School Degree or equivalent
2. Previous maintenance experience preferred.
3. Previous custodial experience preferred
4. Knowledge of safe use of cleaning chemicals preferred, including but not limited to glass cleaners, disinfectants, toilet bowl cleaners, floor soaps, floor finishes, strippers, degreasers, waxes, de-limers, extraction rinses, and cream cleansers.
5. Knowledge of and previous use of Power tools
6. Ability to understand and follow written and spoken English
7. Ability to safely use and tolerate required cleaning chemicals
8. Ability to use safety equipment, such as gloves, safety glasses, etc.
9. Ability to use cleaning equipment, including but not limited to hand brooms, push brooms, dust mops, wet mops, mop bucket and wringers, vacuums, carpet extractors, automatic scrubbers, burnishers, automatic sweepers, side to side scrubbers, buffers, all surface cleaners, and recycling bins.
10. Safety awareness

### WORKING CONDITIONS

Normal manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc.).

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### QUALITY

Quality encompasses all aspects of GLE's business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

### GLE IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply by submitting a resume to([Careers@GLE-Precision.com](mailto:Careers@GLE-Precision.com))

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