

# FACILITIES MAINTENANCE TEAM MEMBER

## JOB SUMMARY:

The Facilities Maintenance Team Member is responsible for performing repairs to electrical, plumbing and HVAC systems, ordering supplies and parts and maintaining the overall appearance of the facility both inside and outside.

## ESSENTIAL FUNCTIONS:

- Oversee vendors and contractors to determine that work is correctly performed and completed in a timely manner.
- Inspect facilities, equipment, systems and work of vendors to determine quality and safety of work, condition of facilities and safe operation of equipment
- Review plans and specialized drawings to ensure that correct materials are utilized, and procedures meet state requirements
- Plan and schedule corrective actions and preventative maintenance to maintain operating condition of facilities and equipment
- Communicate to supervisor and user groups the condition of buildings and equipment and schedule dates for repairs
- Order and stock building supplies, replacement materials and parts and ensure their availability for assigned projects and scheduled maintenance
- Identify and correct building and equipment problems by performing carpentry, electrical, plumbing, painting and HVAC work
- Replace or update inoperable or worn building materials and appliances to provide a safe, comfortable working environment for employees
- Repair, replace or install plumbing systems and components in all buildings and structures
- Repair water, gas, electric or air pipes and lines in or under floors, walkways and walls
- Remove, relocate, repair, install and test electrical equipment to maintain electrical power in all buildings and structures, detect shorts and defective connections and restore operation of non-functioning equipment
- Inspect, adjust and repair Fire Protection Systems to include fire alarm panels, fire extinguishing equipment, horns, strobes, switches, relays, etc.
- Weld various types of metal to repair or fabricate metal assemblies using appropriate tools and Personal Protective Equipment (PPE)
- Adjust and calibrate thermostats, pneumatic controls, HVAC and energy management systems to maintain a comfortable temperature for employees and proper equipment operation
- Comply with all safety rules, wear proper PPC and report all recognized hazards
- All other duties as assigned

## BASIC QUALIFICATIONS:

High school diploma or equivalent plus five (5) or more years of experience in facilities maintenance or related field

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of preventative maintenance techniques and tools
- Knowledge of the State of Alabama building codes and procedures
- Knowledge of electrical, plumbing and HVAC systems
- Proficiency with hand and power tools
- Leadership skills
- Problem solving and analytical skills
- Ability to work in a highly physical outdoor environment, regardless of weather conditions

**PREFERRED EDUCATION & EXPERIENCE:**

- Associate's degree in a Maintenance Field

**LICENSES:**

- Forklift Operator License
- Driver's License

**WORKING CONDITIONS:**

- 30% Office, 30% Production Floor, 40% Outdoors
- Ascending / descending ladders and stairs
- Use of hand tools, power tools and welding equipment
- Frequent standing and walking
- Overtime as needed

**JOB TYPE:**

- Full-time, Temporary to Permanent

**PAY:**

- From \$20.00 per hour

**BENEFITS:**

- Dental insurance
- Health insurance
- Life insurance
- Vision insurance
- Weely Pay

**SCHEDULE:**

-12-hour shift

-Monday to Friday

-Weekends as needed

LOCATION:

Montgomery, Alabama 36108

This position offers the opportunity to work in a dynamic environment where your skills will be valued. If you have a passion for maintaining equipment and facilities, we encourage you to apply.

# JANITORIAL TEAM MEMBER

## JOB SUMMARY:

We are seeking dedicated and reliable Janitorial employees to join our team. The ideal candidate will be responsible for maintaining cleanliness and order in various facilities, ensuring a safe and welcoming environment for all occupants. This role requires attention to detail and a strong work ethic, as well as the ability to work independently or as part of a team.

## ESSENTIAL FUNCTIONS:

- Perform routine cleaning tasks in commercial, industrial, and residential settings.
- Maintain cleanliness of floors through sweeping, mopping, buffing, and vacuuming.
- Conduct custodial duties including trash removal, restroom sanitation, and surface cleaning.
- Assist with facilities maintenance tasks as needed to ensure operational efficiency.
- Respond promptly to cleaning requests and maintain inventory of cleaning supplies.
- Ensure compliance with health and safety regulations while performing cleaning duties.
- Break down and throw away boxes and all other items that need disposal.

## PREFERRED EXPERIENCE:

- Experience in commercial or industrial cleaning
- Knowledge of custodial practices and floor care techniques.
- Ability to operate cleaning equipment safely and effectively.
- Strong attention to detail with a commitment to maintaining high cleanliness standards.
- Capable of performing physical tasks associated with cleaning duties, including lifting and moving equipment as necessary.

## SCHEDULE:

- 40 hours per week
- 8 hour shift
- Day shift – 6:00 am – 2:30 pm
- Evening shift – 2:30 pm – 10:30 pm
- Night shift – 10:30 pm – 6:30 am
- Monday to Friday
- Weekends as needed

## JOB TYPE:

- Full-time

PAY:

- \$12.50 - \$13.50 per hour

LOCATION:

West Point, Georgia 31833

Join our team today and contribute to creating a clean and safe environment for our client!

## ***STAND UP / HIGH LIFT / FORKLIFT OPERATOR***

### **JOB SUMMARY:**

We are seeking a skilled Stand Up /High Lift / Forklift Operator for our automotive parts client. THIS IS A TEMPORARY TO PERMANENT POSITION. As an operator, you will be responsible for safely and efficiently operating a variety of equipment including forklifts and pallet jacks to load and unload materials. This is an essential role that requires a high level of attention to detail and the ability to work in a fast-paced warehouse environment. You will also be required to enter stock / material data on a handheld device. If you can digitally enter data and have experience operating heavy equipment, we encourage you to apply for this position.

### **ESSENTIAL FUNCTIONS:**

- Safely operate a range of equipment, including Stand up, high lifts, forklifts and pallet jacks to load and unload materials.
- Conduct pre-shift inspections on equipment to ensure all safety features are functioning properly.
- Ensure all materials are properly secured and stored to prevent damage or loss.
- Utilize a pallet jack to move pallets and ensure they are properly aligned.
- Load and unload materials to and from storage areas and trucks.
- Maintain a clean and organized work environment, adhering to all safety and quality standards.
- Collaborate with coworkers to achieve productivity and efficiency goals.
- Comply with OSHA regulations and ensure all safety protocols are followed.
- Keep accurate records of material inventory and movement by entering information on a handheld device.

### **PREFERRED EXPERIENCE:**

- Warehouse experience: 1 year (Required)
- Proven experience operating heavy equipment, including forklifts and pallet jacks.
- Strong understanding of OSHA regulations and materials handling practices.
- Ability to work in a fast-paced environment and meet productivity and efficiency goals.
- Basic math skills to accurately measure and calculate loads.
- Experience with order picking and material handling is beneficial.
- Ability to lift and move heavy objects, as well as work at heights.

### **SCHEDULE:**

- 40 Hours per week
- 8 hour shift
- Monday – Friday
- Weekends as needed

**WE CURRENTLY HAVE THE FOLLOWING SHIFTS AVAILABLE. PLEASE INDICATE WHICH SHIFT YOU WOULD BE INTERESTED IN WORKING**

**2nd Shift - 2:00 pm - 10:45 pm Monday - Friday**

**3rd Shift - 10:00 pm - 6:30 am Monday - Friday**

JOB TYPE:

-Full-time, Temporary to Permanent

PAY:

-Starting \$15.00 per hour up to \$17.50 per hour

BENEFITS:

- Dental insurance

-Health insurance

-Life insurance

-Vision insurance

-Weely Pay

LOCATION:

Montgomery, Alabama 36108

If you are looking for a challenging and rewarding role in a dynamic warehouse environment, we encourage you to apply today.