



**Position:** Utility Maintenance Associate

**Department:** Maintenance

**Report To:** Brad Kinder

**Exempt Y/N:** N

Toledo Steel Supply is a competitive steel supplier with a fun, fast-paced, professional work environment. We are seeking people who value honesty, loyalty, and integrity. Working at TSS is both rewarding and challenging. We offer competitive wages, as well as, medical, dental, and vision. 401k profit-sharing, paid vacations, and more.

### **Position Summary**

We are looking for a dedicated Utility Associate to perform general cleaning and maintenance duties at our steel facility. The Utility Associate will be responsible for cleaning areas of the facility both inside and outside the property, basic landscaping, and assisting with equipment maintenance. The ideal candidate will possess a positive attitude, self-motivated, and excellent communication. This position will report to the Maintenance Manager.

**Essential Duties and Responsibilities** include but not limited to:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless such accommodation would cause undue hardship.

- Follow verbal and written instructions from Maintenance Manager
- Clean and maintain property both inside and outside of the facility
- Perform basic landscaping duties
- Order and maintain cleaning supplies
- Conduct basic repairs on equipment or properly report any serious equipment issues/damages to the Quality and Safety Manager
- Ensure the safe handling and storage of volatile cleaning supplies
- Other duties assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications and Requirements**

- High School Diploma/GED preferred
- Ability to read, write, and interpret written work orders
- Must follow all safety protocols
- Basic computer knowledge
- Excellent written and verbal communication
- Ability to crouch and kneel for extended periods at a time

## **Education and Experience**

- High School Diploma/GED

## **Work Environment and Physical Demands**

This position operates in a manufacturing shop environment. Exposure to noise, chemicals, and materials consistent with a manufacturing environment is constant. This is a physically demanding position; maintaining the physical strength to lift materials up to 50lbs. Endure prolonged standing.

## **Additional Attributes**

- Team Player
- Self-Motivated and willing to work
- Maintain a positive attitude
- Excellent verbal communication

Toledo Steel Supply is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristics as outlined by federal, state, or local laws.