

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Maintenance Clerk	Back Up: Maintenance Manager
Work Location: Helena, AR	
Department: Maintenance	
Reports to: Maintenance Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	Revision Date: 9/18/19 HR Contact: Facility HR Representative

Essential Duties and Responsibilities:

The Maintenance Clerk is responsible for maintaining and updating Intelex throughout the work day and ensuring that work orders are assigned, completed, and closed in a timely manner. The Maintenance Clerk receives quotes on parts needed, gets the proper approval, and ensures the correct parts are ordered.

- Manage maintenance work through Enviro Tech’s quality management software, Intelex.
 - Input all data for the maintenance workers, such as work orders, parts used, preventative maintenance, and waiting on parts information.
 - Work with the Maintenance Manager and Engineers on ongoing projects. Collect man hour information and split projects up into work orders and assignments that divide the work evenly among crew members.
 - Keep a schedule of projects and large repairs for posting daily to the quality management database.
 - Ensure every job is inspected, verified, and cleaned up properly. Document these actions in Intelex.
 - Take pictures before and after the completion of work and attach them to maintenance requests for review by quality personnel, as needed.
 - Make sure work orders are fully understood and prioritized.
 - Ensure that work is being done correctly and those requesting maintenance tasks are satisfied when jobs are complete.
 - Attach work orders to their associated MOCs.
 - Ensure employees’ work orders are categorized correctly (Asset/Capital Project or Repair/Expense) and time is accurately documented in Intelex.
 - Assign Fixed Asset Numbers to all work orders that are categorized as Asset/Capital Project.
 - Scan completed safety permits obtained by Maintenance Techs to the V: Drive.
- Keep Maintenance running smoothly by obtaining parts, equipment, etc. for a reasonable price.
 - Receive quotes for parts and other items needed through an approved vendor.
 - Create PO requisitions for purchasing. Research items we need in Chempax or find them from our approved vendors.
 - Create new part numbers if needed in Chempax. Research parts and equipment online, if necessary.
 - Make sure Maintenance has supplies and consumables fully stocked (nuts, bolts, grease, paint, etc.).
 - Obtain full approval for all purchase orders; only POs that are approved by the proper personnel shall be ordered.
 - Assist in labeling pipe in accordance with ANSI “pipe labeling and marking standards”
 - Perform other job-related duties as assigned.
- Assist Part’s Clerk with the following duties, as needed:
 - Facilitate timely placement of POs.
 - Process PO receipts in Chempax, ensuring that items received matches items listed on the PO and vendor packing slip; notify proper personnel when items have been received.
 - Retrieve parts/equipment for personnel.
 - Maintain a critical parts lists for plant equipment.
 - Inventory all parts and/or equipment received/distributed.

Education and/or Work Experience Requirements:



- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Exceptional efficiency in InteleX
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: