



JOB DESCRIPTION

POSITION:	Maintenance Laborer		
FLSA:	Non-Exempt	LOCATION:	DWT/MI
REPORTS TO:	Maintenance Manager	DEPARTMENT:	Operations

DUTIES/RESPONSIBILITIES:

- Assist as a Tunnel Attendant as needed managing traffic & customer flow
- Maintain the cleanliness of the Detroit Plaza
- Pick up debris & trash on the property including the removal of debris, trash, bottles etc.
- Ensure lights are working; replace bulbs as needed
- Notify supervisor when supplies are needed
- Notify supervisor of any equipment malfunctions
- Perform minor repairs to buildings, facilities, and equipment, including plumbing, drywall, painting, and masonry work
- Respond to minor maintenance requests within CBP areas in a timely and professional manner
- Assist skilled trades personnel (including electricians and mechanics) as directed
- Mix concrete and perform minor masonry repairs
- Operate and maintain power tools and hand tools safely and efficiently
- Maintain tools, machinery, and equipment in good working condition
- Clean machinery such as electrical motors, gears, fans, and related equipment
- Operate company vehicles, including pick-up trucks, tow trucks, tow dollies, plows, and salters
- Operate equipment related to tunnel sweeping operations, as needed
- Wash tunnel walls and perform related cleaning tasks, as needed
- Perform snow and ice removal operations using plows and salters during winter conditions
- Assist/Perform scheduled preventative maintenance
- Follow all safety procedures, policies, and regulations
- Perform all other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High school diploma or equivalent preferred
- Valid driver's license required
- Experience in maintenance, construction, or a related field preferred
- Ability to obtain and maintain any required clearances or certifications
- Basic knowledge of facility maintenance and repair practices
- Ability to safely operate power tools, vehicles, and maintenance equipment
- Mechanical aptitude and willingness to learn new skills
- Ability to follow instructions and work independently or as part of a team
- Strong attention to safety and detail
- Physical ability to perform manual labor in varying weather and environmental conditions



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