



Gulf Coast Modification, L.P.
22806 Northwest Lake Drive
Houston, Texas 77095
Tel: (713) 896-3000
Fax: (713) 896-0683

Position: Maintenance Assistant

Reports to: Maintenance Manager

Responsibilities

- Perform routine and preventative maintenance on all shop equipment.
- Maintain maintenance records for all repairs and preventative maintenance
- Perform routine and preventative maintenance on the building and facilities.
- Participate in shop construction projects as directed by the Maintenance Manager.
- Be an active participant in GCM Safety program

Duties

- Machinery maintenance – changing hoses, belts, Fluids.
- Forklift maintenance – weekly water the batteries every Monday before the start of morning shift.
- Building maintenance – changing of lights in the shop and office at GCM and cleaning the lenses
- Racking – maintain and replace all bent beams, uprights, and wire decking. Fix all beams or wire decking that may be loose or unattached
- Sandblasting equipment – Every Monday empty filters, and clean area around sandblasting equipment. Replacement of hoses, seals, broken site glass, gloves.
- Chemical storage area- Clean all spill containments, dispose of empty drums, marking container for oily water or paint related material, keep area organized and clean.
- Tool Room- Clean and organize tool room, make a list of hand tool that are in need of repair, discard unrepairable.
- Scrap – assist Custodian with-weighing scrap, labeling barrels, loading C&D, keeping steel scarp cleaned up throughout the shop
- Machine Coolant – extraction of old coolant and oily water from machines, disposal of used coolant and oily water in bulk containers in storage area, mixing and adding of new coolant

- Other duties assigned by Maintenance Manager

Knowledge, Skills and Abilities

- Ability to stand, crouch, bend for 8 hour shifts
- Must be able lift up to 40 Lbs. on occasion
- Basic computer skills
- Problem solving skills
- Ability to work as a team
- Strong attention to detail
- Organized and work safety following the company's handbook and/or Safety Manual.
- Excellent written and verbal communication

Education and Qualifications

- High school or GED required
- Forklift Operator Training Course
- Write & Speak English (bilingual in Spanish Preferred)
- Valid driver's license