



POSITION GUIDELINE

POSITION: Maintenance Class I

DEPARTMENT: Production

REPORTS TO: Maintenance Supervisor

DATE PREPARED: June 15, 2009

BRIEF DESCRIPTION OF RESPONSIBILITIES

- **Responsible for working safely in accordance with JNE procedures and OH&S regulations. This includes wearing appropriate personal protective equipment, using appropriate equipment and rigging, and maintaining good housekeeping in job area.**
- **Maintain an inventory of shop supplies. When assigned, complete inventory count of auto crib and maintenance inventory.**
- **Issue tools and other shop equipment.**
- **Maintain tools, shop equipment, assigned vehicles, and buildings.**
- **Complete scheduled maintenance checks.**
- **Complete assigned shop modifications or installations.**
- **Maintain housekeeping in assigned areas.**
- **Assist with snow removal.**

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.

DESIRED QUALIFICATIONS

- 5 to 7 years related trade experience
- Good working knowledge of tools and equipment required for fabrication and field work
- Good interpersonal and communication skills
- Grade 10 with math

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: