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**JOB TITLE : Maintenance assistant**  
**JOB GRADE : KRL06**  
**DEPARTMENT: Operations**

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**JOB PURPOSE**

The Maintenance Assistant Shall be responsible for assisting in carrying out all maintenance works on site.

**KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES**

1. Be on hand to assist to repair and service defective equipment and machines.
2. Assist in drawing materials from stores.
3. Liaise with operators when carrying out maintenance works and handover.
4. Report works done, materials used, and man hours spent to the Artisan Fitter.
5. Maintaining house-keeping standards.
6. Report any accidents or incidents including near-misses immediately through the normal reporting procedures.
7. Able to carry out Safety inspections.

**REPORTING RELATIONSHIPS**

- a) Reports to:**  
Mechanical Fitter
- b) Other Jobs Reporting to (a) above**  
None
- c) Number and level of immediate subordinates:**  
None

**ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

- a) Professional Qualifications :**
- Grade 12 Certificate
  - Relevant Trade Certificate
  - Silicosis Certificate

- First Aid Certificate
- c) Minimum Relevant Pre-Job Experience:**
- Minimum 2 years' experience in a similar role.
- c) Skill Specifications:**
- Good interpersonal skills
  - Good communication skills
- d) Other Attributes (Personality Traits)**
- Attention to details,
  - Honest and reliable with high moral strength
  - A high degree of integrity
  - Ability to work with minimum supervision.

