

JOB DESCRIPTION

Job Title:	Maintenance Worker	Job Category:	Worker
Department/Group:	Maintenance	Job Code/ Req#:	N/A
Location:	Sariaya, Quezon Province	Travel Required:	No
Level/Salary Range:	Depending on Qualifications & Experience	Position Type:	Full Time
HR Contact:	Angel Delicano	Date Posted:	12 Jan 2025
Will Train Applicant(s):	N/A	Posting Expires:	N/A
External Posting URL:	www.berde-kaway.com/jobs		
Internal Posting URL:	N/A		
Applications Accepted By:			
EMAIL: Email: jobs@berde-kaway.com		MAIL: Email-only	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Hands on role, will also have duty as Production worker when the factory is operating 2. Carries out all activities with a high level of safety, and attends OSH Committee meetings when required 3. Perform regular equipment Inspections 4. Carry out necessary Repairs with a professional standard, whilst minimizing downtime 5. Ensure Machines function efficiency 6. Recommend improvements for safety, productivity and energy saving 7. Performs day-to-day maintenance / production activities 8. Follows and completes assigned planned maintenance tasks and checklists. 9. Carries out assigned work with minimum supervision 10. Evaluate systems or facilities to determine maintenance or repairs that need to be performed 11. Assists team members with technical issues or advanced problems with given assignments. 12. Work overtime and/or shift patterns when required (additional statutory salary) <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ol style="list-style-type: none"> 1. High School Diploma 2. Basic English Written & Verbal Skills <p>PREFERRED SKILLS</p> <ol style="list-style-type: none"> 1. 2nd Year College 2. Safety Conscious 3. At least 5 years' experience in maintaining industrial equipment or equipment installation & commissioning 4. Certified First Aider – or willing to be trained and practice first aid if ever necessary 5. Able to follow technical drawings and equipment manuals 6. Good Welder. 7. Follow instruction and be a good team member 8. Generally Fit and Healthy 			



ADDITIONAL NOTES

1. The successful employee will be required to undertake a “Fit for Work” medical including Drug Testing, the cost of which shall be borne by / reimbursed by the company. Failure of the medical assessment as “Fit for Work” and/or the testing showing the use of drugs, except those for medical treatment prescribed by a doctor, will void any employment contract.
2. NBI Clearance will be required before starting
3. COE from previous employer(s) required prior to starting

Prepared By:	Mark Edmonds	Date:	12 Jan 2025
Last Updated By:	N/A	Date/Time:	N/A

