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Job Overview for: **Maintenance Support**

Reporting directly to the Maintenance Supervisor

Tasks and Duties:

- Track all planned maintenance as required by OH&S and quality standards
- Perform duties as described in planned maintenance
- Repair equipment as reported in unscheduled maintenance work orders
- Collect and replace all daily/weekly equipment checklists and weekly shop supply lists
- Assist in system improvement issues
- Assist in the building of equipment when required
- Keep work area clean and assist in the overall neatness of the shop
- Ensure that all tasks are completed as quickly as possible
- Ensure that ideas to increase productivity, improve safety, ergonomics or general improvements are brought to your supervisor's attention
- Collect, track, disperse and report any issues concerning coveralls/shop towels
- Ensure equipment is properly locked out, blocked mechanically or disconnected from power source during maintenance as per lock-out procedure
- Perform other tasks as assigned by the Maintenance Supervisor
- Perform 90% of Preventive Maintenance unsupervised
- Source and completing purchasing paperwork for approval for basic materials
- Ensure all tasks are performed with the highest regard for safety, as outlined in our Safety Manual
- Ensure quality is inherent in all tasks performed

Education, Skills, Training and Experience:

- Grade 12 Diploma, or equivalent preferred
- Demonstrated experience in related field
- Able to accurately read all styles of calipers, micrometers, protractors, and tape measures
- Must have skills in the repair and maintenance of any mechanical, pneumatic or hydraulic issues
- Positive and co-operative team player
- Capable of working with minimal supervision

Why work with S3?

Challenge and opportunity typify every position at S3. In addition, we offer:

- Competitive salary
- Comprehensive benefits package
- RRSP matching and bonus programs
- Educational & wellness allowances
- Advancement opportunities
- Challenging, respectful work environment

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