

# Job Posting

## Maintenance Assistant / Delivery Driver

### Day Shift (7:00 am – 3:00 pm) 5 days per week



#### About Us

The Ovid Bell Press, Inc., of Fulton, MO, ([www.ovidbell.com](http://www.ovidbell.com)) is a full-service printing company of short-to-medium run periodicals, magazines, and journals. From digital files, printed page, to binding, labeling, packaging, co-mailing, or shipping; The Ovid Bell Press works hard to guide publications efficiently and successfully from submission to delivery. The OBP has been built on a strong foundation of honesty, integrity and printing excellence. We continue to operate with the same principles this company was founded on as a subsidiary of Walsworth Publishing, Co.

#### Position Description:

Current opening for a **Maintenance Assistant / Delivery Driver** on the **day shift** from 7:00 am – 3:00 pm, five (5) days a week with overtime paid after 37.5 hours if deliveries cannot be finished by end of shift.

Maintenance Assistant/Delivery Drivers must always adhere to all company policies and represent The OBP in a professional and ethical manner. This job is responsible for assisting the Maintenance Supervisor and Technicians and making deliveries to various locations in Missouri, Arkansas, Illinois, and Kansas as needed using a box truck or company van.

#### Responsibilities

- Routinely inspect every piece of equipment.
- Troubleshoot and repair when needed all electrical, mechanical, heating, and cooling equipment.
- Maintain inventory control.
- Service air filters on all air conditioners.
- Assist in monitoring work being performed by outside contractors
- Follow all safety procedures (i.e., Lock-out/Tag-Out).
- Will run errands locally and nearby communities.
- Will provide upkeep of company vehicles (cleaning, taking for service, etc.)
- Must be able to drive a forklift and hand truck.
- Will drive company vehicles (box truck and van) in addition to rental vehicles for deliveries in AR, IL, KS, MO.
- Perform other duties as assigned.

#### Requirements:

One year of related mechanical/maintenance experience in a manufacturing/production facility. Already possess a valid Missouri Class D license and be at least 21 years old. Will need to acquire a Class E (Chauffeur license) and a Class B CDL license with air brake certification for interstate travel in the box truck (26,001 lbs.) and interstate travel in the company van (18,000 lbs.). Be able to pass a DOT Medical Exam. Basic computer skills in MS Office (i.e., Word and Excel) preferred.

### **What We Offer:**

Health Insurance (PPO or HDHP with an HSA that company contributes to, Dental, Vision), Company-paid Short-term/Long-Term Disability and Life & AD&D, Voluntary Supplemental Insurance, Company-paid contribution to HSA account, AFLAC, 401K, Birthday off with pay, Paid Vacation, Sick Days, Paid Holidays, Profit-Sharing, Overtime paid after 37.5 hours, and shift differential pay.

### **How to Apply**

Please submit your resume to [hr@ovidbell.com](mailto:hr@ovidbell.com) or by fax to 573-642-9383.

You may also fill out an application on-site between hours of 8-4, M-F at 1201 Bluff Street, Fulton, MO 65251.

Compensation is commensurate with experience and accompanies a competitive benefits package. *OBP is an equal opportunity/disability/veteran employer.*