

Position Description

Job Title	Maintenance Technician	Date	7/1/2024
Department	Production	Manages Employees	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reports To	Plant Manager	FLSA Status (to be completed by HR)	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Rev			
Summary (Main Purpose)			
<p>Responsible for equipment and facility maintenance. Ensures total productive maintenance strategies are established and executed. Leads a team of maintenance technicians to ensure preventative maintenance tasks are scheduled and performed. Performs minor machinery, equipment, and facility repairs.</p>			
Job Duties and Responsibilities (Essential Functions)			
<ul style="list-style-type: none"> • Carries out management responsibilities in accordance with the organization’s policies and applicable laws. • Provides leadership to team, including direction, scheduling of tasks, training, hiring and reviews. • Schedules and manages preventative maintenance and repairs on equipment and facility needs. • Performs equipment and machinery preventative maintenance. • Established vendor connections for the timely diagnosis and repair of equipment. • Established key parts inventory considering cost and lead time. • Tracks repair costs, downtime and other performance measures and works with team and others on continuous improvement of our maintenance costs and effectiveness. • Ensures environmental regulations are followed during the repair and disposition of facility/processing wastes. • Maintains an organized, clean and safe environment and maintains 5 “S” standards. Complies with safety rules including PPE and OSHA standards. • Participates in Lean initiatives eliminating wastes including overproduction, defects, transportation, waiting, inventory, motion, and over-processing. 			
Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).			
<ul style="list-style-type: none"> • High School Diploma or equivalent • Leadership experience in manufacturing (5 years +) • Understanding of metal forming, cutting equipment function, troubleshooting, and repair. • Ability to read and interpret equipment and machinery service manuals. • Knowledge of industrial math including arithmetic. • Knowledge and working experience procurement using the internet. • Knowledge of General Industry OSHA regulations. • Ability to identify and evaluate ambiguous mechanical issues and provide well thought out solutions. • Cooperative attitude, shares critical information, and remains professional in difficult situations. • Self-directed; ability to work independently and within teams. • Proficient reading, writing, oral communication, and comprehension in English language. 			

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Additional Skills and Experience *(Preferred or helpful)*

- Bachelor's degree in manufacturing or industrial engineering or related discipline
- Previous maintenance leadership experience
- ISO experience
- Knowledge of ERP software, PDM software (Vantage, SharePoint)

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities and activities may change at any time with or without notice.

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Job Demands and Conditions Analysis: Maintenance Technician

Working Conditions

The essential functions of this job involve the following working conditions.
(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone	X					Sitting			X		
Works with others			X			Standing		X			
Customer contact			X			Walking		X			
Shift Work	X					Bending/stooping			X		
Extended Day			X			Squatting/Kneeling			X		
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks			X			Twisting at waist			X		
Noise (decibels) 91			X			Reaching above shoulders			X		
Vibration			X			Reaching below knees			X		
Abrupt temperature changes			X			Lift/carry up to 40 lbs.			X		
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)			X			Climbing ladders			X		
Wetness			X			Climbing stairs				X	
Dampness			X			Sweeping/mopping			X		
Dryness			X			Operating foot controls				X	
Odors & dusts			X			Manual Tasks					
Work with solvents			X			Grasping with one hand	X				
Work acids, bases			X			Grasping with both hands		X			
Work with oils			X			Manipulating with one hand	X				
Work with toxins			X			Manipulating with two hands		X			
Poor ventilation				X		Handwritten communication			X		
Fumes			X			Using keyboard			X		
Mechanical hazards			X			Using hand tools		X			
Electrical hazards		X				Twisting/wringing			X		
Sensory Tasks						Scrubbing/washing/polishing			X		
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			Equipment Operation					
Peripheral vision	X					Driving car / light truck			X		
Seeing colors			X			Driving heavy truck / van					X
Verbal communication			X			Operating forklifts, stackers			X		
Hearing speech			X			Operating hoist equipment			X		
Hearing mechanical sounds		X				Operating shop machinery		X			
Sensing odors			X			Operating power tools		X			
Sensing by touch		X				Operating torch				X	