



MFT·CKF

Position Description

Job Title:	Maintenance Technician	Position Code:	
FLSA Status:	Non-Exempt	Department	Maintenance
EEO Code:		Reports to:	Maintenance Manager
Grade:		Revision Date:	August 2022

SUMMARY

Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the sites business goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs highly diversified duties to install and maintain production machines and facilities equipment.
- Provides emergency and unscheduled repairs of production equipment during production.
- Performs scheduled maintenance repairs of production equipment during machine service.
- Completes maintenance work orders, submitting to manager and/or entering into maintenance software, as required.
- Performs mechanical skills including, but not limited to, mechanical, electrical, hydraulic, hvac, troubleshooting and repair of production equipment.
- Understands and troubleshoots and/or replaces or repairs PLC controllers.
- Reads and interprets manuals and work orders to perform required maintenance and service.
- Diagnoses problems, replaces and repairs parts, tests and makes adjustments
- Performs regular preventive maintenance on machines, equipment and plant facilities.
- Performs a variety of plumbing maintenance and carpentry functions
- Uses a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detects faulty operations, defective materials and reports unusual situations to appropriate supervisor.
- Complies with safety regulations and maintains clean and orderly work place.
- Supports employee training and development in total productive/predictive maintenance.
- Updates employees and team on the status of requested maintenance support.
- Completes corrective action reports as required.
- Performs all other duties as assigned or needed.

QUALIFICATION REQUIREMENTS

- High school or vocational school and completion of craft apprenticeship along with related on-the-job experience in production maintenance and manufacturing environments.
- 7 plus years of maintenance experience in a manufacturing environment.
- Certificates and Licenses: Trade or vocational certifications preferred. Other trade certifications or in-depth experience may be required, (i.e., HVAC/EPA certifications, weights & measures technology and LOTO procedures preferred). Fork truck certification or experience preferred.

ACCOUNTABILITY

Supervisory Responsibility

- No direct employee supervision. May be required to coordinate and oversee work performed by outside

contractors. May act as back-up during manager's absence.

- Depending on site location may coordinate and/or monitor activities of plant bailer as directed by supervisor.

Complexity

- Broad mechanical expertise understanding complex concepts related to troubleshooting and repairing machinery, electrical, hydraulic equipment, properties of metals, welding, and/or piper/plumbing functions required.
- The ability to read and comprehend various diagrams, schematics, technical manuals and mechanical blueprints is required.
- Depending on site location and job duties, knowledge of trade mathematics and machinist handbook formulas in computing and verifying dimensions in the planning, layout out, and final dimensional checking process.

Latitude of Judgment

- Independent equipment troubleshooting is a strong trait needed for this position.
- High degree of interaction and decisions made with employees, customers and vendors regarding equipment intricacies and requirements.
- Minimal guidance and supervision required in daily execution of duties. Decisions outside those required for routine daily maintenance are reviewed by supervisor.
- Expenditures beyond routine maintenance require approval of supervisor.

WORKING CONDITIONS AND PHYSICAL EFFORT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands/Efforts

- The position requires the ability to stand, walk, and/or sit.
- The incumbent must be able to use their hands to finger, handle and touch materials, parts and equipment.
- The position requires the ability to both talk and hear.
- Required to lift 10 pounds frequently; and pushes and/or lifts up to 40 pounds occasionally.
- Although not typically performed, the incumbent is required when lifting over 40 pounds to use prescribed methods which include material handling equipment.

Visual Demands

- Specific vision abilities required by this position include: close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- In the production environment, the position is frequently exposed to work near moving mechanical parts with occasional exposure to fumes and/or airborne particles.
- May infrequently be exposed to work in high, precarious places, and may be at risk of electrical shock, or exposed to heat and vibration.
- The noise level in the production work environment is usually loud.
- Employees are expected to comply with existing safety procedures including but not limited to proper lifting mechanics, use of protective equipment, lock-out-tag-out, fork lift operation policies, and maintaining a safe work environment

OTHER JOB-SPECIFIC REQUIREMENTS

- May be required to supply own mechanic tools depending on site and job duties.
- Ability to work to deadlines.

LIMITATIONS AND DISCLAIMER

This document is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive description of all responsibilities, duties and skills required for the position as they may be changed at management discretion or in response to business demands.

Approval

Employee Signature

Date

Manager Signature

Date