

## JOB DESCRIPTION

DEPARTMENT: Maintenance (008) DATE: 12/31/2012

POSITION TITLE: Maintenance I, II

ACCOUNTABLE TO: Manager, Supervisor, Leadperson

**PRIMARY OBJECTIVE:** Installs, maintains and repairs machinery, equipment, physical structures, piping and electrical systems in an industrial environment.

- Level I Perform repairs and preventative maintenance on equipment, machinery and structural aspects and diagnosing mechanical, hydraulic, pneumatic and functional problems with supervision.
- Level II Perform diagnostics, troubleshoot, repair or install components for electrical apparatus, controllers, wiring, or electronic machinery without supervision. Certified Master Electrician.

### Tasks:

- Work safely, promote safety and abide by all safety rules. (All)
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment. (All)
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate. (All)
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists. (All)
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices. (All)
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment. (II only)
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary. (All)
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
- Record maintenance and repair work performed and the costs of the work. (All)
- Clean and lubricate shafts, bearings, gears, and other parts of machinery. (All)
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools. (All)
- Performs other duties as assigned. (All)

### Qualifications:

- Education - Prefer High School diploma or General Education Degree (GED) with minimum two years work related experience or training or equivalent combination. (I only) Post-secondary certification required. (II only)
- Mechanical knowledge of machines and tools, including their designs, uses, repair, and maintenance.

- Knowledge of arithmetic and basic geometry.
- Knowledge of problem analysis, root cause determination, and be able to devise an effective, timely solution.
- English Language — Able to speak, read, and write in English. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

#### Skills:

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Troubleshoot problems by determining the cause(s) of operating errors and deciding proper course of action to remedy the problem.
- Repairing machines or systems using the needed tools.
- Accurately and efficiently install fixtures, dies, feeder systems and part ejection equipment.
- Actively listen to others, giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate.
- Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Active learning through understanding the implications of new information for both current and future problem-solving and decision-making.
- Determine the kind of tools and equipment needed to do a job and select equipment accordingly.

#### Abilities:

- Sensitivity to a potential problem including the ability to tell when something is wrong or is likely to go wrong.
- Precision control demonstrated by the ability to quickly and repeatedly adjust the controls of a machine to exact positions.
- Manual Dexterity verified by the ability to quickly move the hand, the hand together with the arm, or both hands to grasp, manipulate, or place objects in position.
- Dexterity demonstrated by the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or place objects.
- Be able to visualize how something will look after it is moved around or when its parts are moved or rearranged.
- Near Vision — The ability to see details at close range (within a few feet of the observer)
- Speech Clarity — The ability to speak clearly so others can understand you.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

#### Physical Requirements:

- Primary working position is with arms extended in front of the body with upper body bent forward.

- 95% of the job requires standing and moving around the equipment. 5% of the job requires assuming awkward positions including kneeling, squatting or reaching.
- Material movement requires lifting, carrying, twisting/reaching, pushing and pulling.
- The lifting range is from floor level to 64”.
- Must be able to lift up to 40 lbs. with 90% of items weighing between 5 and 30 lbs. Lifting aids are available for items weighing over 40 lbs.

Environmental Exposure:

- Oil
- Grease
- Noise to 88 Dbl

Print Reading Level:

- Intermediate blueprint reading

Personal Tools Required: ( to be purchased after probation period)

- See the Manufacturing Manager or Human Resources for the list of tools required.

*I have received and reviewed the Maintenance job description. To the best of my ability, I am able to perform these tasks.*

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Signature

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Date