



## Maintenance Technician I, II, and Certified

<b>Reports To:</b> Maintenance Superintendent	<b>Division:</b>
<b>FLSA Classification:</b> Non-Exempt	<b>Department:</b> Maintenance
<b>EEOC Category:</b> Craft Workers	<b>Grade:</b> 5, 4, and 3
<b>Date:</b> 12/12/2018	<b>Approved By:</b> Human Resources

### Job Summary:

The Maintenance Technician maintains production and quality by ensuring operation of machinery and mechanical equipment by completing preventive, scheduled and unscheduled maintenance. An emphasis on Safety, 6S, and Continuous Improvement. Must always be at the fore front of all maintenance events.

### Essential Functions:

Maintenance Technician are responsible for repairing and maintaining mechanical and hydraulic components of machinery, plumbing, physical structures, forklifts and electrical wiring and fixtures within the plant or on plant grounds in accordance with blueprints, schematics, manuals and building codes by performing the following duties.

### Maintenance Technician Job Duties & Responsibilities

In addition to functions of Maintenance Utility...	Maintenance Technician I	Maintenance Technician II	Certified Technician
Clean, oil and grease equipment as necessary.	X	X	X
Utilizes work order system, indicating parts used or produced and provide information to supervisor.	X	X	X
Basic knowledge of use of precision measuring devices, DVM, Micrometers, Calipers, etc.	X	X	X
Replaces and repairs plaster walls using trowel.	X	X	X
Builds storage racks, fixtures, material handling devises and makes modifications to existing equipment.	X	X	X
Repairs and replaces gages, valves, pressure regulators and other plumbing equipment	X	X	X
Cleans and lubricates shafts, bearings, gears, pulleys, and other parts of machinery.	X	X	X
Removes and replaces worn or defective parts of machinery or equipment.	X	X	X
Installs electrical equipment and repairs or replaces wiring and fixtures.		X	X

Thorough knowledge of use of precision measuring devices, DVM, Micrometers, Calipers, etc.		X	X
Set up, adjust and operate fabricating machines, drill presses and MIG and stick electrode-welding equipment to repair or fabricate a new part.		X	X
Measures, cuts and installs pipe, tubing and conduit for gas, water, electrical and hydraulic lines using various tools such as ratchets, cutting dies, threading dies, and bending equipment		X	X
Inspects and measures parts to detect wear, misalignment or other problems using caliper, micrometer and other precision measuring instruments		X	X
Dismantle machines or equipment to gain access to defective part and make repair		X	X
Troubleshoots equipment utilizing diagnostics and test equipment to locate cause of trouble		X	X
Visually inspects and listens to machinery and mechanical equipment to locate causes of malfunctions.		X	X
Designs and engineers racks, tooling and other equipment.			X
Expert knowledge of use of precision measuring devices, DVM, Micrometers, Calipers, etc.			X
Certified or extended experience in welding			X
Knowledge of power circuits up to 480volt, AC and DC, 1 and 3 phase.			X
Knowledge of control circuits – PLC, ladder logic, relay/timer, etc.			X
Critical thinking – able to make decisions based on data, cost, capability, customer demand, etc.			X
Knowledge and/or experience fabricating fixtures (locating and holding)			X
Excellent leader, willing to train and share knowledge with all team members.			X

*\*The above list of essential functions is not exhaustive. It only defines some of the main responsibilities. An employee may be required to perform additional tasks not listed above.*

### **Job Qualifications and Education:**

1. Computer literacy in Microsoft Office Programs (Outlook, Word, and Excel)
2. Ability to troubleshoot processes and equipment
3. Strong communication skills, both written and oral
4. Good judgement and critical thinking skills

<b>Education/Experience**</b>				
<b>Job Title</b>	<b>Grade</b>	<b>General Duties</b>	<b>Degree (min.)</b>	<b>Experience (min)</b>
Maintenance Technician I	5	Performs basic repairs and installations, PM's and assists qualified technicians	0yr	2 yr.
Maintenance Technician II	4	Performs intermediate repairs and installations, PM's and assists qualified technicians, trains lower level technicians	2 yr. (preferred)	4 yr.
Certified Technician	3	Performs/directs complex repairs, trains/certifies lower level technicians and works autonomously or in teams	2 yr.	5+ yr. (or more without degree)

*\*\* Relevant education, relevant experience and performance will be considered together.*

### **Required Abilities:**

1. Mathematical Reasoning — Use of elementary geometry, algebra and trigonometric principles. Interpretation of data and measuring devices requiring advanced skills and knowledge. The ability to choose the right mathematical methods or formulas to solve a problem.
2. Near Vision — The ability to see details at close range (within a few feet of the observer).
3. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
4. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
6. Written Expression — The ability to communicate information and ideas in writing so others will understand.
7. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
8. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
9. Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
10. Speech Clarity — The ability to speak clearly so others can understand you.

### **Physical Job Requirements:**

1. Speaking to employees and customers. - The ability to speak clearly and communicate information and ideas in speaking so others will understand.
2. Listening to employees and customers. - The ability to listen to and understand information and ideas presented through spoken words and sentences.
3. Sitting for extended periods of time.
4. Walking for extended periods of time.
5. Standing for continuous periods of time without being able to leave the work area.
6. Able to lift, push, or pull up to 40 pounds by yourself.
7. Carrying objects (in arms or on shoulders).
8. Grasping (applying pressure to objects).
9. Reaching (extending hands and arms in any direction).
10. Stooping and crouching (bending downward and forward).
11. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture).

### **Mental and Visual Job Requirements:**

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.
3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job
5. Ability to concentrate attention on task at hand for extended periods of time.

### **Required Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Workplace Environmental Conditions:**

This job operates in a manufacturing environment. While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Applicable Job Title	<input type="checkbox"/> Grade 5 Tech I	<input type="checkbox"/> Grade 4 Tech II	<input type="checkbox"/> Grade 3 Certified
Employee Signature and Date:			
Employee Printed Name:			
Supervisor Signature and Date:			
Supervisor Printed Name:			