



## Maintenance Technician Job Description

### Position Summary

Responsible for performing duties to repair and maintain machinery, equipment, building, and facilities requiring a broad knowledge of maintenance skills including mechanical repair, plumbing, welding, carpentry, fabrication, and basic knowledge of electrical repair.

### Qualification / Experience

- Graduation from a three-year formalized program including blueprint reading and interpretation plus up to three years extensive experience in a variety of maintenance trades. Requires a broad knowledge of mechanical repair and maintenance. Wisconsin Electrician License preferred.
- Install, repair, rebuild, and maintain machinery and mechanical equipment used in production and related services.
- Diagnose machine malfunctions and operating difficulties.
- Be familiar with the use and programming of PLC's and other machine controls.
- Make repairs or adjustments to keep the equipment functioning properly and efficiently.
- Rebuild machines and overhaul troublesome components and attachments to involve dismantling, inspection, machining, or replacement of purchased parts.
- Perform skilled operations such as filing and aligning bearings, spindles, and shafts; adjust feed and limit mechanisms, gibs, and ways.
- Perform various activities related to the installation and relocation of existing machines and equipment to involve dismantling, erection, leveling, fitting and aligning operations.
- Perform maintenance on the buildings, facilities, and the grounds.
- Assist to determine the nature and scope of forthcoming projects and the requirements for completion.
- Develop and perform preventive maintenance on critical equipment.
- Maintain required maintenance logs and files.
- Perform routine housekeeping activities in the department and ensure adherence to established safety procedures and requirements.
- Be familiar with electrical and electronic circuits and controls; able to read and understand wiring schematics and solve problems; repair and/or install power circuits, lighting, fixtures, switches, motors, transformers, machines, CNC equipment, etc.; must also conduct tests to determine conditions or prevent breakdowns.
- Performs lockout and tag out inspections.
- Assist the Tool Maker in building new equipment to incorporate electrical requirements and safeguards.
- Controls inventory organization and parts.
- Must be available to report to work if contacted for emergency reasons on weekends, holidays, or irregular hours.