



## Maintenance Technician Job Description

**Reports To:** Operations Manager

**Department:** Operations

**FLSA Status:** Non-Exempt

### Primary Purpose

The primary purpose of this position is to use your vast knowledge of maintenance systems, mechanical processes, and production output to keep our production machinery in top shape. This is a position in a fast-paced manufacturing setting, where every day is unique and interesting. Your focus on following all safety guidelines, maintenance schedules, manufacturer's recommendations and other best practices will help you find a high level of success in this role.

### Duties & Responsibilities

- Ensure strict adherence to all relevant federal, state, and local guidelines for safety and productivity.
- Be familiar with the use and programming of PLC's and other machine controls.
- Install highly technical mechanical equipment according to the manufacturer's recommendations in a timely manner.
- Complete periodic maintenance of equipment and machinery by following the recommended maintenance schedule throughout the life of the devices.
- Maintain all necessary equipment certifications.
- Troubleshoot common issues with equipment and assist.
- Repair machines in order to limit machinery downtime.
- Maintain manufacturing equipment; punches, blades, drills, die sets, clamps, filters, sensors, air compressors and other as needed.
- Evaluate workspace safety throughout the facility.
- Complete a variety of tasks related to maintenance of machinery and facility, including plumbing, electrical, HVAC, structural concerns and more.
- Machine parts and/or equipment as needed.
- Serve as a permanent member of the Safety Committee.
- Other duties as assigned.

### Qualification & Experience

- Four or more years of experience working on heavy equipment and maintenance.
- Strong knowledge of skilled trades, such as HVAC, electrical or carpentry.
- Excellent understanding of mechanical systems and parts and the ability to troubleshoot, repair, and maintain electro-mechanical equipment.
- Ability to use various tools, to include but not limited to, basic hand tools (e.g., wrenches, screw drivers, measuring devices, etc.), power tools (e.g., drills, saws, grinders, etc.).
- Ability to follow technical data and instructions (e.g., operation manuals, schematics, and diagrams).

### Physical Demands

- Ability to stand for extended periods of time.
- Some repetitive hand, wrist, and arm motions.
- Climbing ladders.
- Lifting 50 lbs. safely multiple times per day.
- Occasionally lifting and/or moving up to 100 pounds.

### Attendance

This position requires attendance of 40 hours per week excluding a minimum 30 minute period for lunch.