

Name of Position: Maintenance

Reports to: Maintenance/Plant Manager

Print Employee Name

I. Summary:

1. Coordinates activities of workers engaged in operating variety of machines to manufacture parts or products by performing the following duties. Repairs and maintains mechanical, electrical and hydraulic components of production machines and equipment such as metal stamping dies, tooling, material handling systems, and automated lubrication systems by performing the following duties.

II. Core Activities:

1. Visually inspects and listens to machines and equipment to locate causes of malfunctions.
2. Dismantles machines and equipment to gain access to problem area.
3. Inspects and measures parts to detect wear, misalignment, or other problems.
4. Removes and replaces worn or defective parts of drive mechanism or hydraulic system. Installs power supply wiring and conduit for newly installed machines and equipment such as conveyors, presses and programmable controllers.
5. Diagnoses faulty items such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.
6. Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices.
7. Plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.
8. Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.
9. Realigns and adjusts components such as spindles and clutches.
10. Locates damaged air and hydraulic pipes on machine, and measures, cuts, threads, and installs new pipe.
11. Starts machines and equipment to test operation following repair.
12. Sets up and operates metal working tools such as lathe, drill press, or grinder, to make or repair parts.
13. Welds using arc or mig for repairs or fabrication.
14. Use of gas torches/ Plasma cutter for cutting material for repairs.
15. Read prints or sketches to repair or replace defective parts.
16. Assist tool and die repair when/if needed to maintain production needs.
- 17.

III. Competencies:

1. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
2. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
3. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
4. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

IV. Education and/or Experience:

1. One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

V. Language Skills:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively to outside service contractors or technicians.

VI. Mathematical Skills:

1. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

VII. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

VIII. Other Skills and Abilities:

1. Ability to perform machine trouble-shooting and machine repairs.
2. Must be able to perform electrical/PLC trouble shooting and electrical installation.

IX. Physical Demands:

1. 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.

2. While performing the duties of this Job, the employee is regularly required to stand.
3. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

X. Work Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; high, precarious places and fumes or airborne particles.
3. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock.
4. The noise level in the work environment is usually very loud.

I have received a copy of, read, and understand the description of my job responsibilities.

Employee Signature

Date