



REF / TITLE

P.D.4.2.09

INDUSTRIAL MAINTENANCE TECHNICIAN

BY / APPROVAL

B. Wescott

DATE ISSUED

June 18, 2015

POSITION TITLE: INDUSTRIAL MAINTENANCE TECHNICIAN

REPORTS TO: Maintenance Manager

IMMEDIATE SUBORDINATES:

FLSA: **Non-exempt**

POSITION SUMMARY: Perform maintenance of the plant and the machinery.

ESSENTIAL FUNCTIONS:

- Maintains and repairs plant and the plant machinery determining when to replace or repair the parts and equipment.
- Consults with departmental supervisors, operations manager, scheduling and equipment manufactures on repair schedules and production delays.
- Makes regular daily visual inspections of building, grounds, facilities, equipment, and projects in process or completed.
- Follows up on and studies recurring facilities oriented failures in an effort to find solutions. Brings all problems that do not have a visible method of immediate solution to the attention of the Maintenance Manager.
- Helps maintain an inventory of supplies and materials necessary for the operation of the maintenance department.
- Initiates immediate communication to supervisor when: a problem has no immediate solution; when an emergency breakdown requires more than four hours to repair; or when two or more machines will be down for four or more hours; when the assistance of engineering staff personnel can expedite the solution to an emergency problem; and when overtime is necessary to maintain the completion date of scheduled work.
- Complies with EPA and OSHA requirements.
- Requisitions equipment and supplies.
- Keeps work area clean and well organized. Support department's 7S processes and quality improvement processes.



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- Support department in maintaining equipment per company Total Preventive Maintenance (TPM) guidelines.
- Respect and conform to all accepted safe work practices and standards.
- Initiates action to prevent problems, document quality problems, contribute solutions to problems, and verify implementation of solutions. Control further processing when a problem is identified.

OTHER RESPONSIBILITIES:

- Use precision machine devices in maintenance and repair of equipment.
- Read and draw prints on circuits.
- Performs other duties as required.
- Observe and conform to all company rules and regulations as outlined in the “Employee Handbook.”

EDUCATION & EXPERIENCE REQUIRED: Minimum of 3-5 years experience in Industrial Maintenance. Reading, language, and math skills at a 12th grade level or above. Technical skills and knowledge of general industrial maintenance – electrical maintenance, hydraulic, pneumatic, fabrication, machining, carpentry, plumbing, air conditioning and heating. High school diploma with experience in facilities maintenance.

SKILLS & PHYSICAL REQUIREMENTS: Ability to stand for 8 to 10 hours. Able to lift 50-80 lbs, climb ladders, catwalks, etc. Able to work on all types of plant equipment. Able to operate forklifts and man-lifts. Able to read and write English; able to read blue prints and electrical schematics. Basic computer skills needed. Able to plan, anticipate and address potential problems before they occur. Able to handle stressful situations. Able to work in noisy and harsh conditions. Must have strong initiative, easily adapt to change, work well in a team environment and under pressure to meet tight deadlines. Be willing to work long and irregular hours including weekends.

Employee name: [Print]

Signature

Date:

Approved by: [Print]

Signature

Date: