

POSITION TITLE

Maintenance Technician

CLASSIFICATION

Non-Exempt

REPORTS TO

Lead Maintenance Technician

DATE

11/9/2015

TIER TYPE

Tier 3

SUMMARY/OBJECTIVE

The Maintenance Technician is responsible for performing highly diverse duties including installing, troubleshooting, repairing, and maintaining production and facility equipment according to safety, preventative, and productive maintenance systems and processes.

ESSENTIAL FUNCTIONS

- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting, and repair of production tools and machines
- Assist in the diagnosis of problems, replace or repair parts, test, and make adjustments on all systems, equipment, tools, or machines for full operational status according to the manufacturer's specified instructions
- Perform a variety of plumbing maintenance and carpentry functions
- Maintain compressed air systems including running pipe and creating material feed headers
- Operate and maintain high-pressure steam boiler systems

- Execute seasonal grounds maintenance and landscaping duties including mowing, edging, planting, snow removal, and grounds inspection for trash removal and safe conditions
- Address all work order items, components, and equipment as processed by Essential Industries' Priority Method and with abidance to the established maintenance procedures
- Provide emergency/unscheduled repairs of production tools and equipment during production and perform scheduled maintenance repairs
- Assist in the completion of installations, non-standard changes, and repairs necessary to meet the codes of the local jurisdiction, national agencies (OSHA and NEC), all other recognized good engineering practicing organizations, and internally developed specifications of Essential Industries
- Assist in the completion of all preventative maintenance according to the preventative maintenance schedule and abiding by the preventative maintenance procedures
- Properly utilize the PSM system as required
- Collaborate in researching solutions to reoccurring work orders that have been documented in the Maintenance Program file
- Document all work on assets as defined by the Lead Maintenance Technician, all improvements made throughout the plant on the Continuous Improvement Log, and all injuries or near misses in the Maintenance Program file
- Maintain internal communication with all affected personnel as to the status of work order requests, changes or issues to the requests, and all other maintenance-related work
- Provide proper equipment training and auditing of the training with plant operators utilizing the Maintenance Program
- Operate a variety of equipment and machines including saws, drill presses, and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean, and proper working condition
- Successfully complete specific projects or responsibilities assigned by the Lead Maintenance Technician efficiently and in a timely manner

COMPETENCIES

- Understand and follow oral and written direction
- Technical capacity
- Attention to detail
- Strong communication skills – verbal and written
- Problem analysis and solving
- Planning and organizing
- Judgment and decision-making
- Teamwork
- Self-starter

SUPERVISORY RESPONSIBILITY

N/A

ACCOUNTABILITIES

- Executing all aspects of Essential Industries' 5S program
- The accuracy of my work product
- Promoting a safe and healthy work environment through adherence to Essential Industries' established safety policies, attending required safety training, and collaborating with co-workers and managers on improvements to the safety practices
- Providing and receiving honest and timely feedback, when appropriate, to team members and managers
- Comprehending and demonstrating all of the procedures applicable to my department

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

WORK ENVIRONMENT

This job operates in a manufacturing plant environment. This role routinely uses a variety of manual, air powered, and electrical powered hand tools, machines, and equipment. The employee is regularly exposed to a variety of conditions and requires the use of personal protective equipment such as safety glasses and safety shoes. While performing job duties, there is frequent exposure to fumes or airborne particles that are within required safety regulations. The noise level may at times require normal hearing protection in the form of ear plugs.

PHYSICAL DEMANDS

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. This is not a sedentary role; and will be in and out of the production area daily. To successfully perform the essential duties of this role, the ability to lift 75 lbs, climb ladders, bend at the waist, sit, kneel, lay horizontally, climb, or walk is required.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time position, and hours of work and days are Monday through Friday, 7:00 a.m. to 3:30 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

This position may require up to 10% travel. Travel will primarily be to our second facility in Fernley.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- 1+ years of facility maintenance experience in a manufacturing environment

PREFERRED EDUCATION AND EXPERIENCE

- Knowledge of general wiring and conduit in 110 VAC, 240 VAC, and 480 VAC systems
- Experience in a fast-paced manufacturing environment
- Basic knowledge of electrical, plumbing, and/or carpentry, HVAC, or similar

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Forklift Certified

WE ARE LOOKING FOR STARS

- Service – We are dedicated to servicing our customers, teammates, and the community
- Teamwork – We work together with different skills and attributes to achieve a common goal
- Attitude – We have a positive attitude that creates optimism and motivates us toward the future
- Responsibility – We take responsibility for what we do and how we do it

If interested contact:

Robin Peck

Essential Industries, Inc.

Human Resources Manager

(262) 528-4009

<http://www.essind.com/>