

Job Description Form

Job Title: Maintenance Technician

Department: Maintenance

Location: Lebanon

Date Released: 3/15/2010

☒ Hourly Salaried Exempt: Yes ☐ No

I. DUTIES AND RESPONSIBILITIES

Repair and maintain machinery and mechanical equipment such as motors, pneumatic tools, conveyor systems, and production machines and equipment.

Must be able to work the assigned overtime to cover functions of this position as assigned.

Must be able to work safely and consider the safety of others in the workplace at all times.

Must assure that all personnel involved in maintenance of machinery are following the company Lock Out/Tag Out program.

Perform routine and emergency mechanical, hydraulic/pneumatic and electrical maintenance.

Troubleshoot all plant equipment and prescribe required maintenance to assure satisfactory operation with minimum downtime.

Work from drawings, prints, diagrams and manufacturers' printed instructions to trouble shoot and locate mechanical, hydraulic and electrical problems in functional and control systems such as PLC. Adjust, repair or replace defective parts or materials. Perform routine preventative maintenance inspections as required.

Repair and rebuild robotics and other automated equipment.

Fabricate new equipment or supplemental pieces when needed by using tooling machines.

Verify operation of machine sequence. Remove, clean and replace manifolds, screws and barrel as required. Inspect parts while disassembled. Repair or replace as necessary. Assure all heater band elements are operable. Replace worn out units. Rebuild hydraulic valves and pumps as necessary.

Perform injection unit and clamp-end calibrations using prescribed equipment.

If applicable train and supervise other maintenance personnel.

Add options to production equipment in order to enhance capability.

Installation of new equipment and electrical service.

Perform facility maintenance as required to ensure that all building systems are maintained.

Maintain service records for all major equipment.

Responsible for recordkeeping related to log book, PM schedule and work orders.

Report immediately to supervisor those problems and unusual situations which cannot be resolved quickly.

Observe all safety requirements and maintain work area.

Perform other duties as assigned.

II. SUPERVISORY RESPONSIBILITIES

None.

III. EDUCATIONAL AND OTHER SKILL REQUIREMENTS

High School Diploma or G.E.D. strongly preferred.

Good verbal and written communication skills.

The ability to troubleshoot hydraulic and electrical production equipment.

Welding and fabrication knowledge.

Hydraulic experience.

PLC experience a plus.

Minimum of three years related experience and/or training, or equivalent combination of vocational training and experience.

PREFER.....

Associate degree in hydraulics and electronics; or 5-7 years related experience and/or training.

IV. PHYSICAL DEMANDS

Medium to heavy physical demand level.

Must be able to **stand and walk** for extended periods of time.

Stretches out, up and across occasionally to change components on equipment, etc.....

Squatting, kneeling, bending, or crouching may be required when inspecting machines and repairing equipment.

Twisting of the body or neck may be required on an occasional basis.

Frequent lifting is required. Should be able to safely lift, push, or pull a maximum of fifty lbs. Loads larger than 50 lbs. should be handled by other means.

Bends occasionally over machines and when picking up supplies or products from low levels.

Repetitive large hand and arm movements may occasionally be required for some tasks.

Should be able to safely operate cranes, forklifts and other equipment necessary to perform job.

Job involves visual effort and concentration.

Good hand-eye coordination.

Patience.

Accuracy.

Ability to grip and hold hand tools.

Regular and reliable attendance and punctuality.

Ability to engage in shift work.

PPE- Safety Eye Wear, Cutting Gloves when using a knife, cotton gloves when handling hot parts, and approved safety, steel toed shoes.

V. **WORKING CONDITIONS AND ENVIRONMENT**

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 essential functions.

Work Environment - indoors in plastic manufacturing factory and occasionally outside to maintain external equipment. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

*Due to the factory not being climate controlled, extreme heat is experienced in the summer months.

*The above job description is a broadly based description and is not intended to contain all specifics of a particular job. This description is not a contract for employment. It does not include all aspects of the position such as potential duties assigned by supervisors with the requirement for flexibility in helping others for the company's overall benefit.

Physical Demands: Check the appropriate box to indicate physical demands for this job.

Amount of Time spent:				
	None	Amount up to 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit	X			
Climb or balance		X		
Stoop, kneel, couch, or crawl		X		
Push, Pull		X		
Reach with hands and arms			X	
Bend, twist, squat		X		

Does this job require the use of:				
	None	Amount up to 1/3	1/3 to 2/3	More than 2/3
Use of ladders			X	
Stairs, climbing			X	
Work on platforms			X	

Lifting / how much how often:				
	None	Amount up to 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job require the ability to use:				
	None	Amount up to 1/3	1/3 to 2/3	More than 2/3
Power tools		X		
Manufacturing equipment			X	
Use of personal protective equipment (PPE)				X
Fine manipulation			X	
Office Equipment:	X			
Typing/Keyboarding/Data Entry		X		
Computer / Calculator		X		
Other Specify	X			

Does this job require reliable attendance and punctuality?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this job require shift work?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
What is the amount of Travel required for this job?			
Less than 25%	25%-50%	50%-75%	75%-100%
X			
Does this job require mobile equipment certification?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Working Conditions: Check as needed: Specify additional conditions if needed

	Very quiet (Forest trail)	Quiet (library/private office)	Moderate noise (business office)	Loud noise (metal manufacturing)	Very Loud Noise (jack hammer)
Noise Levels				X	
	Extreme cold (non weather)	Extreme Heat (non weather)	Moderate temperature	Severe hot weather	Severe cold weather
Temperature			X		

Note: If employee will be working in extreme heat, then must meet the requirements of the Heat Stress Medical Evaluation

	Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	Close Vision (clear vision at 20 inches or less)	Distance Vision (clear vision at 20 feet or more)	Color Vision (ability to identify and distinguish colors)	Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)
Visual Acuity	X	X	X	X	X	X

