

Job Description Form

Job Title: Maintenance Technician

Department: Maintenance

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.