



JOB DESCRIPTION

JOB TITLE: **MAINTENANCE TECHNICIAN**

DEPARTMENT: Maintenance (*Components*)

SUMMARY: The Maintenance Technician works to provide maintenance support for all production equipment. The position requires a strong background in machine maintenance and must be able to work unsupervised. Experience in Preventative Maintenance, Operating machines and CNC Programming is required.

This position has extended responsibilities to provide electrical and programming support for new equipment being added to Components manufacturing, including maintaining communication with the machine manufacturer on maintenance needed and ensuring all warranty specifications are communicated and documented. This position may include phone support for new equipment added to DBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform basic maintenance duties to include changing bearings, sprockets, and chains.
- Self-directed and able to work independently.
- Perform welding and minor fabrication projects.
- Make necessary improvements to machines
- Create and run a four-hour per day preventative maintenance program.
- Assist work group teams in completion of team projects.
- Help in training, as needed, in accordance with standard operating procedures.
- Perform all functions to the highest level of safety requirements, including LOTO.
- A strong mechanical background.
- Ability to trouble-shoot basic electrical issues.
- Working knowledge of CNC programming
- Have own tools.
- Prior forklift driving experience with ability to become certified.
- Ability to work overtime including weekends as required.
- Assist machine operators with machine set-up.
- Support process improvement activities and safety.
- Must support the team in achieving all Safety, Production and Quality goals.
- Other duties as assigned by the Supervisor.

QUALIFICATIONS:

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent.
- Any welding/ electrical/ mechanical training or experience a plus.
- Basic computer skills
- Blueprint reading ability
- General maintenance terminology
- Valid drivers license

LANGUAGE SKILLS:

- Ability to read, comprehend and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Clear and effective communication and listening skills with internal and external customers and suppliers.

MATHEMATICAL SKILLS:

- Basic math skills.

REASONING ABILITY:

- Ability to understanding and carry out detailed written and/or oral instructions.
- Sense of urgency on down equipment
- Attention to detail

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. Which include helping on the production floor as needed.

AMOUNT OF TIME	None	1/3	Under 1/3-2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear				X

AMOUNT OF TIME	None	1/3	Under 1/3-2/3	Over 2/3
Ability to lift:				
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			

WORK ENVIRONMENT:

- ❑ High noise, dust, grease, oils, solvents, heat, cold, mobile equipment, machinery
- ❑ Use of personal protective equipment is required at all times. (Hearing protection and safety glasses)
- ❑ General Mill environment. High noise, jitney and pedestrian traffic.