

POSITION DESCRIPTION

POSITION TITLE: Maintenance Technician

DEPARTMENT: Production

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Plant Manager

POSITIONS SUPERVISED: None

POSITION PURPOSE

Repairs and maintains machinery and mechanical equipment such as engines, motors, shop tools, and production machines and equipment by performing the following duties.

PERSONAL ATTRIBUTES & QUALIFICATIONS

EDUCATION REQUIREMENTS:

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.
2. Dismantles devices to gain access to and remove defective parts.
3. Examines form and texture of parts to detect imperfections.
4. Inspects used parts to determine changes in dimensional requirements.
5. Adjusts functional parts of devices and control instruments.
6. Repairs or replaces defective parts.
7. Installs special functional and structural parts in devices.
8. Lubricates and cleans parts.
9. Starts devices to test their performance.
10. Sets up and operates lathe, drill press, grinder, welder, and other metalworking tools to make and repair parts.
11. Initiates purchase order for parts and machines.
12. Repairs electrical equipment.

QUALIFICATIONS:

1. **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. **Work 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 the essential functions. While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and risk of electrical shock. The employee is frequently exposed to toxic or caustic chemicals; risk of radiation and vibration. The noise level in the work environment is

usually loud.

3. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 4. **Math Ability:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
 5. **Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
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CORE COMPETENCIES

1. **Problem Solving:** Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.
 2. **Technical Skills:** Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
 3. **Interpersonal:** Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
 4. **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
 5. **Team Work:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
 6. **Cost Consciousness:** Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
 7. **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 8. **Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 9. **Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
 10. **Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
 11. **Innovation:** Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
 12. **Judgment:** Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
 13. **Motivation:** Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
 14. **Safety and Security:** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
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