

Job Description

Position:	Maintenance Technician
Reports to:	Facilities Manager – 2 nd Shift

Job Summary

The Maintenance Technician responsibilities include performing regular inspections of machinery and equipment, carrying out regularly scheduled preventative maintenance, and fulfilling other duties such as building maintenance as assigned. To be a successful preventative maintenance technician, you should have a practical mind, mechanical aptitude and strong attention to detail. Ultimately, a top-notch maintenance mechanic should be able to ensure that machinery and equipment are in excellent operating condition.

Duties & Responsibilities

- Perform diagnostic tests and root cause analysis to figure out problems with machinery or equipment.
- Disassemble the machinery or equipment when there is a problem then repair or replace any broken or malfunctioning parts.
- Test the machine or run an initial batch to make sure that the machine is running properly.
- Assisting in the installation of new manufacturing equipment.
- Adjust and calibrate equipment or machinery as per specifications.
- Routine inspection and testing of equipment and machinery – this needs to be planned to ensure minimal disruption of processes.
- Test malfunctioning machinery to determine whether major repairs are needed.
- Preventative maintenance tasks to try to minimize unexpected issues with equipment.
- Responding to alerts and carrying out corrective procedures and repairs in line with SOPs and maintenance protocols.
- Keep all documentation of both routine checks and repairs up-to-date and in line with both internal and external procedures.
- Maintains logs of any downtime within the manufacturing system.
- Performing general maintenance work on buildings as assigned.
- Maintaining a clean and organized work area.

Qualifications

- High school diploma/GED.
- 4+ years of experience as a maintenance technician or in a similar role.
- Trade or vocational school graduation a plus.
- Knowledge of CNC Lathe equipment is a plus.
- Knowledge and ability to operate hand and power tools.
- Knowledge of PLC's
- Knowledge of computer base systems
- Mechanical, and electrical aptitude and ability.
- Ability to use a voltage multi meter
- Ability to use calipers, and micrometer

Physical Requirements

- Must be able to sit and stand for long periods of time
- Must be able to occasionally climb, balance, stoop, kneel, crouch, and/or crawl
- Must be able to work more than 40 hours in a week and weekends when required
- Must be able to lift up to 50 pounds

Direct Reports

- None