



Maintenance Technician JOB DESCRIPTION

JOB TITLE: Maintenance Technician I
DEPARTMENT: Manufacturing
REPORTS TO: Maintenance Supervisor

SUMMARY/OBJECTIVE:

The Maintenance Technician is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, preventative maintenance systems and processes to support the achievement of the company's business goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Coordinates with Maintenance Supervisor to complete projects and work orders efficiently
- Performs minor electrical maintenance including, but not limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, adding new lines, etc.).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Under the supervision of Maintenance Technician II and/or III and/or Supervisor
 - Performs basic mechanic skills including but not limited to mechanical, electrical, pneumatic, hydraulic, and troubleshooting of production machines.
 - Diagnose problems, replace or repair parts, test and make adjustments.
 - Perform regular preventive maintenance on machines and on production equipment.
- Read and interpret equipment manuals to perform required maintenance and service.
- Responds to emergency situations during and after hours for the purpose of resolving immediate concerns.
- Comply with safety regulations and maintain clean and orderly work areas.
- Performs other work related duties as assigned.
- Able to work flexible hours

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent preferred
- 1-2 years maintenance experience in a factory setting is a plus

SKILLS:

- Self-starter dedicated to continual quality improvement
- Ability to multi-task
- Ability to work with minimal supervision
- Adhere to safety practices/ QA guidelines
- Ability to plan and manage projects under the direction of Maintenance Supervisor
- Occasionally upgrade skill set to meeting changing job conditions

PHYSICAL DEMANDS:

- Able to sit or stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 60 lbs.
- Travel required