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| --- | --- | --- | --- | --- | --- |
| **Position Title** | Maintenance III | | | **Eff. Date** |  |
| **Job Code** |  | **Position Code** |  | **FLSA** |  |
| **Location** |  | **Department** | Maintenance | **EE Type** |  |
| **Reports to** | Plant Manager | **Dotted Line Report** |  |  |  |

**Position Summary**

Performs activities engaged in building, setting up, installing, repairing and maintaining of machinery and equipment.

**Primary Accountabilities** (Essential Duties)

• Installs, maintains, tests, troubleshoots, and repairs electrical, electronic, mechanical, hydraulic and pneumatic machinery and equipment.

• Perform tasks in dismantling, assembling and installing industrial machinery.

• Diagnose, repair and perform maintenance tasks on high and low voltage power distribution systems, AC and DC drives, microprocessors, relay logic, control wiring and related technologies

• Repair and replace defective parts and components. Installs special functional and structural parts in devices. Lubricates and cleans parts and components.

• Maintains inventory on supplies and spare parts.

• Ability to read, troubleshoot, and create PLC logic (preferred- not required).

• Read blueprints and schematics to effectively troubleshoot equipment in a timely manner.

• Maintain and train employees in the safe and efficient methods to repair equipment by following company developed LOTO and other related programs.

• Plans layout, installs and repairs manufacturing equipment, acting as plant expert in educated field.

• Interprets company policies to workers and enforces safety regulations.

• Maintain adequate preventative maintenance program on equipment such as cleaning and lubrication of manufacturing equipment.

• Fabricate and install new or replacement machine guarding, safety sensors as needed.

• Fabricate custom fixtures, tables, jigs as needed to aid production in safety and efficiency efforts.

**Secondary Accountabilities**

• Assist with general building maintenance activities as needed.

In addition to the accountabilities listed above, individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Employee(s)/Group /Department Supervised: NA

**POSITION QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree:  Major:

Years of Experience: Area:

Years of Experience: Area:

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies:

Additional Position Competencies (max 4):

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to read blue prints and electrical schematics.

Mathematical Skills

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

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.

Technical Skills: Basic knowledge of Microsoft Excel, Word and Access (MPS Data Base). Experience with steel fabrication and MIG welding strongly preferred

**Licenses / Certifications**

One of the following or combination strongly preferred. Journeyman Electrician or Certified Maintenance Professional or other applicable certified field required.

**Physical Requirements** (Approximate time spent to be included in physical demands such as walking, or bending, specific lifting requirements (lbs) and/or other requirements such as vision or hearing.

• Able to lift 50 lbs

• Able to stand for prolonged periods of time

• Able to walk long distances

• Able to work at elevated heights

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.

• Able to work long hours in hot conditions during spring and summer.

• Able to work in cold conditions during fall and winter.

**Work Conditions**

Environment:  Travel:

Special Work Conditions:

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_