# Job Description

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| --- | --- | --- |
| Position Title | Department | Reports to |
| Maintenance Supervisor  | Maintenance | Production Manager |
| Employment Status | FLSA Status | Issue Date |
| [ ]  Temporary [x]  Full-Time [ ]  Part-Time | [x]  Non-Exempt [ ]  Exempt | 7/10/2023 |
| Job Description No. | Revision No. |  |
| PR – 510.2 | 05 |  |

## Position Summary

As a Maintenance Technician, you will play a vital role in the corrective and preventive maintenance of our company's resources. Your expertise will ensure the smooth operation of equipment, machines, buildings, and grounds, contributing significantly to our overall productivity and safety.

## Essential Duties and Responsibilities

* Perform corrective maintenance on a variety of equipment and machinery.
* Develop and execute a comprehensive plan for preventive maintenance, prioritizing safety and efficiency.
* Procure spare parts and equipment, emphasizing cost-effectiveness and quality.
* Supervise third-party contractors when necessary to maintain standards of workmanship.
* Maintain accurate records of service requests and completed maintenance tasks.
* Ensure all maintenance activities are carried out with a strong focus on safety and adherence to regulations.

## Qualifications (Knowledge, Skills, and Abilities)

**Technical skills**

* Technical school graduate or equivalent (electrician or mechanical);
* Minimum of 4 years of hands-on experience in maintenance, with a strong background in repairing and maintaining various equipment and machinery.
* Demonstrated ability to make quick decisions and efficiently solve maintenance problems in a production environment.
* Detail-oriented with excellent organizational skills.
* Proficient in inventory management of repair supplies and maintaining the cleanliness and organization of repair tools.
* Ability to coordinate and schedule repair appointments with production when needed.
* Excellent interpersonal skills to collaborate effectively within a team and interact with other departments.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

# Job Description (CON’T)

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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