



JOB DESCRIPTION

Revision Date
08/08/2022

Job Title:	<i>Maintenance Technician</i>		
Department:	<i>Maintenance</i>		
Reports to:	<i>Maintenance Manager</i>		
Grade:	Type of Position:	Classification:	
	<input checked="" type="checkbox"/> Full time	<input checked="" type="checkbox"/> Hourly	
	<input type="checkbox"/> Part time	<input type="checkbox"/> Salaried Exempt	
	<input type="checkbox"/> Contractor/ Temp	<hr/>	
	<input type="checkbox"/> Intern	<input type="checkbox"/> Exempt	
		<input checked="" type="checkbox"/> Non-Exempt	

Job Summary

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments by performing the following essential job functions:

Essential Job Functions

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Visually inspects and tests machinery and equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
- Dismantles defective machines and equipment and installs new or repaired parts.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery.
- Installs and repairs minor electrical and electronic components of machinery and equipment.
- Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment.
- Repairs and maintains physical structure of establishment.
- Operates cutting torch or welding equipment to cut or join metal parts.
- Position must be available for weekend work schedule.
- Follow and maintain the plant PM program.
- Ensure all paperwork is filled out in a clean, legible, and accurate format, and completed with required information.
- Follow Good Manufacturing Practices.
- Maintain safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Report any animal welfare related issues to management immediately.
- Maintain regular and punctual attendance.
- Comply with all company policies and procedures.

Education and Experience Requirements

The minimum required qualifications for this position include, but are not limited to, the following:

- Successful trade or vocational school completion or 4 years equivalent work experience required, production environment preferred.
- Associate degree in mechanical, electrical, or engineering specialties preferred.
- Valid driver's license.



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- Ability to act competently in emergencies.
- Excellent written and verbal communication skills.
- Knowledge and experience with:
 - Hydraulics
 - Pneumatics
 - Fabrication
 - Welding
- Ability to multitask and effectively prioritize workload.
- Strong organizational, analytical, and problem-solving skills.
- Ability to independently make decisions with minimum supervision.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to legibly write entries for record keeping.
- Ability to install, program, or repair automated machinery and equipment such as robots or programmable controllers is a plus, not a requirement.
- Ability to sets up and operate machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs and fixtures, and tools is a plus, not a requirement.
- Basic personal computer skills: knowledge of Maintenance CMMS systems and Outlook.
- Strong teamwork skills with a willingness to assist others.
- Ability to work in a fast-paced environment.
- Ability to satisfy all assigned work schedules and comply with all time and attendance policies.
- Ability to comply with all company policies and procedures.

Physical Demands

The physical requirements/environmental factors for this position include, but are not limited to, the following:

- Must be able to walk and stand for extended periods of time.
- Must be able to bend, stretch, push, pull, and move as needed to reach and service machinery.
- Must be able to visually inspect machines.
- Must be able use hands for simple/firm grasping.
- The ability to safety ascends/descend stairs constantly.
- The ability to safely ascend/descend a ladder while carrying 40 pounds.
- Must be able to move 50 pounds alone and over 80 pounds with assistance occasionally.
- Wide range of working conditions including office and farms.
- Potential exposure to odors, fumes, airborne particles, hazardous chemicals, and ammonia.
- Outside conditions that include inclement weather, cold, heat, and humidity.
- Noise level may be loud at times.



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DISCLAIMER

- This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
- All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an “at-will” basis.
- I have read this job description (or had it read to me) and I fully understand all of my job duties and responsibilities as set forth herein. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

EMPLOYEE
ACKNOWLEDGMENT:

Date: