

## POSITION DESCRIPTION

<b>Position Title</b>	<b>MAINTENANCE MECHANIC</b>		<b>FLSA Status</b>	<b>Non-Exempt</b>	
<b>Reports To (Position)</b>	Maintenance Manager		<b>Author(s)</b>	Karla Thornton	
<b>Department</b>	Maintenance	<b>Origination Date</b>	27 Sept 23	<b>Rev. Date</b>	
<b>Department Manager</b>	Josh Curtis	<b>Review /Approval Signature</b>			

*By signing below, I (employee) acknowledge that I have received a copy of this job description, I have read and understand the responsibilities of the position, and I agree to perform those responsibilities effectively. I further acknowledge that my signing of this document does not alter my employment-at-will relationship with the company.*

Employee Name (Printed)	Employee Signature	Date
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### Position Summary

Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.

### Specifications

<b>Education</b>	<ul style="list-style-type: none"> <li>Vocational or technical training in welding, fabrication, electrical maintenance, and mechanical maintenance</li> </ul>
<b>Certifications and Licenses</b>	N/A
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Fundamental knowledge of maintaining and repairing mechanical and electrical components of machinery and equipment in accordance with blueprints, schematic drawings, operations manuals, and manufacturer's specifications; Ability to evaluate and diagnose malfunctions, disassemble to remove parts and fabricate repairs or new parts.</li> <li>Basic reading, writing, and speaking skills (English)</li> <li>Basic math skills (add, subtract, multiply, divide)</li> <li>Basic reasoning ability to deal with problems involving several concrete variables in standard situations; Follows procedures, using creativity occasionally to resolve problems</li> <li>Ability to work independently with general direction and guidance to complete tasks</li> <li>Ability to make decisions within scope of the job to effectively resolve problems and confer with supervisor on more complex issues</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3-5 years' experience in a heavy industrial environment comprising simple and complex electrical and mechanical maintenance of a wide range of machinery and equipment, including but not limited to furnaces, conveyors, and forklifts plus general facilities maintenance.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>Communication - work with others inside and outside department to achieve objectives</li> <li>Problem Solving - use of logic, common sense, and creativity to find solutions</li> <li>Multi-tasking - handling several tasks simultaneously without loss of efficiency</li> </ul>

### Key Responsibilities (Essential Functions)

	<b>% of Time</b>
<b>1.</b> Performs routine maintenance on plant equipment and tools to maintain and extend product life. <ul style="list-style-type: none"> <li>Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance.</li> </ul>	<b>50%</b>

Department	Maintenance	Position Title	Maintenance Mechanic		
Reports To	Maintenance Manager	FLSA Status	Non-Exempt	Effective Date	27 Sept 23

<ul style="list-style-type: none"><li>• Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.</li><li>• Provides mechanical maintenance information by answering questions and requests to management and Team Players in the operation of related mechanical equipment.</li><li>• Observes and follows job safety work practices.</li></ul>	
<p>2. Maintains supply of tools, equipment, parts, and supplies to expedite routine maintenance and emergency repairs on machines and mechanical equipment.</p> <ul style="list-style-type: none"><li>• Checks stock of equipment, parts, and supplies to determine inventory level and determines needed equipment, parts, and supply levels.</li><li>• Places and expedites orders for replacement of inventory in a timely manner and submits for approval by the Maintenance Coach.</li><li>• Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.</li></ul>	20%
<p>3. Performs emergency repairs on failed equipment and tools in a timely and efficient manner to ensure production capabilities are restored with minimum downtime.</p> <ul style="list-style-type: none"><li>• Locates sources of problems by observing mechanical devices in operation; listening for problems; and using precision measuring and testing instruments.</li><li>• Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; and examining the form and texture of parts.</li><li>• Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.</li><li>• Fabricates repair parts by using machine shop instrumentation and equipment.</li><li>• Keeps Production Coaches and Assistant Coaches aware of downtime estimates.</li></ul>	10%
<p>4. Compiles mechanical maintenance reports by collecting, analyzing, and summarizing information to determine mechanical equipment maintenance trends and to support decisions.</p>	10%
<p>5. Maintains technical knowledge to keep current on technology impacting mechanical maintenance by reviewing technical publications, by attending technical educational workshops, and networking with other technical experts.</p>	10%
<b>Additional Responsibilities</b>	
<ul style="list-style-type: none"><li>• Understands the authorized quality management system as it applies to job responsibilities and executes duties in accordance with defined procedures to ensure continuous improvement of quality within the Company. Participates in activities that enhance the quality and performance of job duties.</li><li>• Performs all tasks in a safe and efficient manner to protect self, others, products, materials, and other Company assets from harm.</li><li>• Operates with a high degree of integrity in the performance of duties to foster good working relationships and a spirit of teamwork to accomplish job goals.</li><li>• Performs other related duties and responsibilities as assigned by supervisor to contribute to the overall efficient operation and continuous process improvement of the Company.</li></ul>	
<b>Working Conditions</b>	
<ul style="list-style-type: none"><li>• Work is conducted primarily indoors with occasional temperature changes, including extreme heat and extreme cold, with occasional outdoor exposure to weather conditions. Exposure to physical hazards due to proximity to moving mechanical parts, vehicles, electrical current, and exposure to chemicals is present. Exposure to oils, fumes, dusts, mists, gases, or poor ventilation may be present.</li></ul>	
<b>Physical/Mental Requirements</b>	

<b>Department</b>	<b>Maintenance</b>	<b>Position Title</b>	<b>Maintenance Mechanic</b>		
<b>Reports To</b>	Maintenance Manager	<b>FLSA Status</b>	Non-Exempt	<b>Effective Date</b>	27 Sept 23

- Work performed requires sitting, standing, walking, bending, stooping, kneeling, crouching, crawling, reaching overhead, pushing, and pulling in to varying degrees of frequency. The job required lifting 1-10 lbs. often and 30 to 50 lbs. occasionally. Work requires visual acuity, hearing, and speaking frequently. On occasion, will climb stairs, ladders, and work from heights.