

**Job Title: Maintenance Tech****Department: Maintenance****Supervisor: Maintenance Lead****FLSA: Non-Exempt****Job Status: Full-Time Safety Sensitive Position****Range: Tech B/C (based on experience)****Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

**Your Role:** Perform maintenance and installation of on-site equipment, systems, and structures to ensure efficient, effective, and safe site operation. Candidates should be capable of fixing generic issues on their own while learning the specific facility, equipment, tools, equipment, and variety of practices and procedures.

**What You Will Be Doing:**

- Plans job methods/procedures; compiles a list of required materials, parts, and equipment; and estimates man hours for project completion.
- Reads, understands, and interprets drawings/schematics required for assignment completion and service manuals/part lists to properly identify parts, equipment, and lubrication.
- Interprets, comprehends and practices proper equipment Lock-Out / Tag-Out procedures.
- Performs basic manual machinist tasks; subject, but not limited, to operations of lathes, drill presses, and milling machine.
- Communicates with Operations Shift Supervisor to ensure safe and timely repair of equipment.
- Follows safety rules and procedures and assumes the responsibility to encourage other co-workers to follow these rules.
- Coordinates preventive maintenance
- Assists in the planning, execution, and implementation of new capital
- Develops standards of performance associated with equipment
- Provides feedback on the improvement of throughput, quality, and productivity associated with our current and future capital
- Maintain training level to perform adequate maintenance performance.
- Follow GMi policies, core values, quality and safety procedures
- Communicate effectively with other employees and establish strong working relationships with other departments. Provide excellent internal customer service.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:** High School diploma or GED required and minimum five years industrial maintenance experience. Training with required knowledge, skills and abilities may serve as a substitute for experience.

**Knowledge and Competencies:** The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Skilled in the operation and safe use of shop equipment required to execute job function.
- Ability to read, interpret, comprehend, modify and document changes to blueprints, schematics, equipment and instruction manuals.
- PLC trouble shooting knowledge
- Ability to interpret, comprehend, instruct and practice proper equipment Lock-Out/Tag-Out procedures
- Extensive knowledge of applicable policies and local, state and federal laws and regulations impacting areas of responsibility
- Ability to work independently and complete assigned tasks with minimal supervision as well as within a team environment
- Ability to operate motorized vehicles in a safe and efficient manner
- Electrical experience in an industrial setting
- Manual machining skills
- Ability to diagnose mechanical and electrical issues
- Welding
- Conveyor system experience
- Excellent communication skills and ability to follow through on requests for information and select appropriate responses
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot)
- Effective team player – sharing information with peers and managers; effectively working with people across departments to accomplish company goals
- Organizational skills necessary to follow through on requests for information and select appropriate responses
- Able to use good judgment when making decisions

**Certificates, Licenses, Registrations:** Valid driver's license and forklift license (will train in-house)

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

Individual is required to walk, sit, talk and hear, and use hands to finger, handle or feel. Bending, pulling, pushing and reaching above shoulder heights, below the waist or lifting as required (proper lifting techniques required). The employee frequently lifts up to 35 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**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.

The position requires exposure to manufacturing plant environment where the temperature may vary hot or cold and the use of personal protective equipment such as safety glasses are required. The typical noise level is moderate when in plant environment. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

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Employee Signature

Date

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Supervisor/Witness Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.