

**Job Title: Maintenance Technician**  
**Department: General Factory**  
**Reports To: CEO / Plant Manager**

Wage Type.....Hourly (Non-Exempt)  
Normal Working Hours.....7:30a to 4:00p, Monday thru Friday  
Lunch Hour.....12:00a to 12:30p  
Breaks:.....9:00a to 9:15a, 2:00p to 2:10p

**SUMMARY**

Under the direction of the CEO / Plant Manager, the Maintenance Technician repairs and maintains machinery, equipment, buildings and facilities, and installs new equipment and machinery, in accordance with company policies and procedures. Electrical Certification is a must.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Install, repair, rebuild, and maintain machinery and mechanical equipment used in production and related services, maximizing production time and minimizing down time.
- Explore methods for the improvement of machine operation. Upgrade machinery and equipment to improve production.
- Diagnose machine malfunctions and operating difficulties.
- Make repairs or adjustments to keep equipment in production.
- Rebuild machines and overhaul troublesome components and attachments to involve dismantling, inspection, machining or replacement of purchased parts.
- Perform various activities relative to the installation and relocation of existing machines and equipment to involve dismantling, erection, leveling, fitting and aligning operations.
- Perform maintenance on the buildings, facilities, and the grounds.
- Order parts and supplies as needed.
- Maintain technical competency and remain current in technology and changes in the industry.
- Complete and maintain all required paperwork, records, documents, etc.
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

**PROTECTIVE CLOTHING / EQUIPMENT REQUIRED:**

Requires the use of hearing protection, eye protection, safety shoes, and welding helmet, as dictated by the work being performed.

**QUALIFICATIONS:**

To perform this job successfully, an individual 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 and/or EXPERIENCE:**

Requires an associate degree in mechanical maintenance or trades training equivalent to a complete, accredited apprenticeship and three to five years of related experience; electrical certification a must. Four years of high school and eight to ten years of progressively responsive related experience; or combination of education and experience.

**OTHER SKILLS AND ABILITIES:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

The ability to read and work from blueprints, schematics and diagrams, operate fork lift trucks and a wide variety of small hand and power tools, precision measuring devices and electronic testing equipment along with shop equipment and to be on call as needed.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Electrical and Welding Certification will be a plus. Knowledge or Work Experience in the Printing Industry will be a plus. Requires a valid driver's license.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle and feel. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The employee occasionally performs work related travel. The noise level in the work environment is usually loud.

