



## Functional Task Description

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Task Title: Maintenance Technician

Reports To: General Manager

**DESCRIPTION:** *One or more of the following tasks may be assigned:*

Ensures smooth operation of machinery and mechanical equipment by completing preventive maintenance requirements on production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions. Machinery includes CNC Machining Center Tools, CNC Brake Press, Punch, Saw; Vacuum Braze Oven, Dip Braze Oven and Pots, and various support equipment.

- Locates sources of problems by observing mechanical devices in operation; listening for problems; using measuring and testing instruments.
- Removes defective parts by disassembling devices as necessary
- Determines changes in dimensional requirements of parts
- Adjusts functional parts of devices and control instruments
- Controls downtime by performing routine preventive maintenance techniques
- Fabricates repair parts by using machine shop instrumentation and equipment.
- Ensures smooth operation of facility by completing preventative maintenance and repairs of facilities support equipment.
- Support of new equipment installations; ability to read blueprints, size new installation support infrastructure, work with contractors for site preparation and equipment installations.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results. Utilizes outside resources such as OEM manufacturer when required.
- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Maintains technical knowledge by attending educational workshops;



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reviewing technical publications; establishing personal networks.

- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Administers and maintains Maintenance Logs and Maintenance Software.

### **SKILLS REQUIRED:**

Equipment Maintenance, Technical Problem Solving, High Voltage Electrical Applications, Installing new Equipment, Mechanical Applications, Facilities Support, Technical Zeal, Basic Safety, Power Tools, Attention to Detail, Flexibility, Supervision, Job Knowledge, Productivity, Hands On, Limited Direction; ability to work independently.

### **EXPERIENCE REQUIRED:**

3 years' experience minimum in Industrial application, supporting both equipment and machinery. Experience in Machine Shop and experience in controller programming a plus. Strong electrical background.

### **TRAINING and/or EDUCATION REQUIRED:**

On the Job Training will be provided.  
Forklift Certification preferred but not required.  
AAS or equivalent in technical experience.

Approved by: Matt Greene

Date: **09/04/2020**