**Job Description Form**

**Position Title:** Maintenance Tech

**Reports To:** Operations Manager

**Summary of the Job:** The role of the Maintenance Technician is to support production through improved safety and overall equipment effectiveness by anticipating and eliminating potential delays through the maintenance, installation, and control of all mechanical equipment and systems onsite. Provides prompt attention to breakdowns to reduce production downtime. The incumbent ensures that services are safely provided in the appropriate amount of time, at the best cost, and at a high level of precision.

**Essential Functions:**

* Responsible for executing daily Preventive Maintenance and Inspection tasks.
* Responsible for executing assigned mechanical corrective work related to the priority of the business.
* Ensure the proper maintenance of equipment in compliance with standard work, mechanical codes and adherence to safety regulations.
* Lead mechanical system installations, troubleshooting and repairs as needed.
* Proficient with hydraulic, pneumatic, and other mechanical systems and circuits, as well as contributing to improved designs and manufacturing processes.
* Maintain records of mechanical PM’s as well as work time tracking.
* Perform routine maintenance on production and auxiliary equipment [e.g. grinders, lathes, air compressors, presses, vehicles etc.] and repair when necessary.
* Ability to plan, schedule and balance priorities; and possess strong adherence to deadlines while in constant communication with area leader.
* Coordinate necessary projects and downtime with production management.
* Must be able to work independently. Self-Motivated & goal oriented
* Requisition MRO parts as required for production and projects
* General facility & grounds maintenance
* Other duties as assigned

**Minimum Qualifications:**

* High School diploma or equivalent with 1-5 years of mechanically-based technical experience or training.
* Must have toolbox and tools typically required for a variety of general equipment breakdown and preventive maintenance.
* Proven Mechanical Aptitude
* Driver’s License