

Specialty Products Company
Job Description

- I. Position: Maintenance Technician**
II. Department: Manufacturing
III. Report To: Manufacturing Engineering Manager

Summary: This hourly, full-time position is responsible for preventative maintenance and repair of machines. Assist with maintenance of company vehicles and machine shop building maintenance and repairs.

IV. Roles & Responsibilities:
Primarily responsible for:

- Completing preventative maintenance tasks on all machines.
- Completing repairs of machines.
- Maintain, update, and upgrade preventative maintenance program.
- Work with planning to schedule maintenance needs.
- Build, implement and maintain maintenance procedures and work instructions.
- Train machine operators on operator machine maintenance.
- Assist with implementation of lean projects, and equipment moving.
- Assist with maintenance of company vehicles.
- Assist with building maintenance and repairs, as needed.
- May be a member of company committees, such as Safety and/or Quality.

Other duties as assigned and required by the department or company

V. General Requirements:

- Possess a set of basic tools (including screwdriver set, socket wrenches, allen/hex wrenches, pliers, etc.) to be able to do repairs.
- Attention to details, flexibility, strong attention to procedures, and safety.
- Must have solid technical communication skills.
- Must be able to read, write, speak English and do math at high school level.
- Must have good written and oral communication skills.
- Must have solid mechanical skills.
- Must have solid computer/PC skills.
- This position will typically work M-F 7:00am to 3:30pm, with overtime that may include weekends and evenings based on business needs.

VI. Physical Requirements:

While performing the duties of this job, the employee is regularly required to; stoop, kneel and crouch, lift, bend and twist, use hands and fingers to manipulate small components, reach with hands and arms, read and write, talk and hear, as well as use a computer. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision color vision, and ability to adjust focus.

WORK ENVIRONMENT

This position works on-site in a machine shop environment. Local travel by vehicle between company locations and for parts/maintenance needs may be required. Travel is estimated at 0-10% for this position.

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I am able to perform the essential duties of this position with or without a reasonable accommodation:

If any accommodation has been requested, reviewed and authorized, indicate below:

Employee Signature: _____

Date: _____