

**Position Title**

Maintenance Technician

**Date Prepared**

May 31, 1996

Revised: April 28, 1998

**Department**

Maintenance

**Location**

Brainerd

**Reports to:** Maintenance Manager**I Position Purpose**

- To ensure that the facility and equipment are maintained and/or repaired in an orderly and quality fashion to keep the plant operating productively and as profitable as possible and to perform all electrical and mechanical duties as assigned.

**II Budget Dimensions**

- Ensure all maintenance, repairs and wiring are done as cost effectively as possible, concentrating on the long term operations of the equipment and facility.
- Provide feedback to Maintenance Manager and Vice President of Operations on opportunities for improvement within the scope of the position.

**III Primary Functions: Duties, Responsibilities and Expectations**

- Completes all scheduled and emergency maintenance and repair work to facilities and equipment as required.
- Be available on call as needed.
- Maintains all production equipment and general facility.
- Trouble-shoots problems with production equipment and takes measures to solve the problems.
- Performs preventative maintenance activities on the facility and all manufacturing equipment as needed.
- Performs safety measures in the design and installation of equipment.
- Consults with Maintenance Manager on any schedules and production delays.
- Makes regular daily visual inspections of building, grounds, facilities, equipment, and projects in process or completed.
- Follows up on and studies recurring facilities oriented failures in an effort to find solutions.
- Brings all problems that do not have a visible method of immediate solution to the attention of supervisor.
- Maintains an inventory of supplies and materials necessary for the operation of the building and manufacturing.
- Understands and maintains company safety policy.
- Identifies workplace hazards, which exist or could develop and corrects problems.
- Performs work to ensure procedures are within safety and governmental compliance.
- Informs co-workers and employees of precautions and equipment.
- Trains others in the use of protective equipment when required.
- Responsible for complying with EPA and OSHA requirements.
- Obtains necessary environmental permits to operate equipment that release volatile organic

compounds (VOC's) and/or produce hazardous waste.

- Ensures compliance with all applicable local, state and federal environmental rules.
- Responsible for complying with local fire codes and participating in Fire Department inspections.
- Maintains a clean and orderly maintenance area.
- Ensure all parts and supplies are put in the proper storage areas.
- Accurately record all repairs and maintenance performed in a repairs and maintenance log.
- Complete hazard and work order reports and return to safety committee.
- Maintain a positive and professional attitude when in contact with customers and vendors.
- Reads industry and maintenance oriented periodicals in an effort to find better and more economical means to accomplish company goals.
- Performs other duties as requested.

#### **IV**    **Communication**

##### **Internal Contacts**

##### **Nature of Contact**

- \* Maintenance Manager and Department Managers
- \* Peers
- \* Manufacturing Employees

- \* Communication, direction, feedback
- \* Communication, support
- \* Provide direction and guidance on maintenance and repairs

#### **V**    **Problem Solving**

- Ensure maintenance activities are completed as assigned.
- Operate on a quality first basis.
- Accurately detail problems to Maintenance Manager for resolution.

#### **VI**    **Education and Experience**

- Specialized training in carpentry, plumbing, air conditioning, heating, and electrical fundamentals.
- Extensive knowledge of all production processes, activities, equipment, materials, products, and personnel.
- Ability to anticipate problems and head them off.
- Knowledge of general maintenance procedures.
- High School Diploma or equivalent.
- Good trouble shooting skills.
- Good mechanical skills.
- Good communication skills.

#### **VII**    **Travel/Physical Exertion**

- Frequent long hours, 12 hour days
- Ability to lift 60lbs on a regular basis
- Willing to work all shifts

**VIII Other Information**

- Valid Drivers License
- Clean Driving Record

**Employee Signature:** \_\_\_\_\_ **Date:**

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# **Performance Expectations**

## **Maintenance Technician**

### **1 Quality**

- A Ensure work produced exceeds expectation.
- B Provide feedback on issues that negatively impact ability to perform.
- C Work in a quality orientated manner that promotes a positive example.
- D Maintain Facility in a clean and orderly manner.
- E Maintain a positive and professional attitude with customers and vendors.
- F Maintain all designated vehicles and equipment.
- G Maintain plant environment to ensure a safe, professional and welcome atmosphere.

### **2 Productivity**

- A Provide feedback to Maintenance Manager on areas of production concern.
- B Insure supplies are put in the proper storage area.
- C Aid in the flow of production through ensuring that all maintenance and repairs are completed in a timely manner.

### **3 Policy**

- A Understand and accept **Performance Expectations** all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Maintain a professional appearance.

### **4 Support**

- A Ensure manufacturing area is neat, clean and organized.
- B Perform preventative maintenance according to manufacturers timetable.