

11/20/2017

M. A. FORD MANUFACTURING COMPANY, INC.

Job Description

Job Title: Maintenance Technician
Status: Non Exempt
Reports To: Maintenance Supervisor

JOB PURPOSE AND REPORTING STRUCTURE:

Under the Maintenance Supervisor, The Maintenance Technician is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

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

- A.** Perform highly diversified duties to install and maintain production machines and the plant facility's equipment.
- B.** Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- C.** Perform simple machinist duties and responsibilities.
- D.** Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- E.** Read and interpret equipment manuals and work orders to perform required maintenance and service.
- F.** Diagnose problems, replace or repair parts, test and make adjustments.
- G.** Perform regular preventive maintenance on machines, equipment and plant facilities.
- H.** Perform a variety of plumbing maintenance and carpentry functions.
- I.** Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- J.** Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- K.** Comply with safety regulations and maintain clean and orderly work areas.

NON-ESSENTIAL DUTIES:

- A.** Performs outside custodial duties such as snow removal as required.
- B.** Performs other duties as requested by supervisor.

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:

- A. AA degree in mechanical, electrical or industrial maintenance preferred, or commensurate experience.
- B. 4+ years of manufacturing experience; strong hydraulic, pneumatic, mechanical and industrial skills with some PLC experience and HVAC.
- C. Journeyman in machine repair and/or maintenance preferred.

LANGUAGE SKILLS:

- A. Requires ability to understand oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints.

MATHEMATICAL SKILLS:

- A. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- A. Work is performed independently or in teams, and the employee is responsible for determining appropriate work methods, tools, and materials for most assignments.
- B. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

OTHER SKILLS AND ABILITIES:

- A. Ability to operate in a safe and courteous manner.
- B. Must be a self-starter who can work well with people at all levels both in and out of the plant.
- C. Typically works a 40 hour week from 7 am to 3 pm. Some overtime and weekends could occasionally be required.
- D. Employee must have own tools.

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.

- A. While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, bend, kneel, stoop, crouch, crawl, and climb.
- B. The employee is occasionally required to sit.
- C. The person is required to move objects over 75 pounds frequently.
- D. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL/VISUAL DEMAND:

- A. Concentration and exacting mental or visual attention, usually visualizing, planning and laying out involved and complex jobs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Exposed to a combination of office and shop environments. Regularly exposed to dust and airborne particles, odors, oil, fumes, and noise.
- B. Required to work in high, precarious places, in outdoor weather conditions, suffer the risk of electrical shock, and vibration, and in confined spaces.
- C. The required protective equipment includes safety glasses and shoes.
- D. Some exposure to industrial accidents and minor injuries such as abrasions, cuts, or bruises.

MANAGEMENT APPROVAL _____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT _____ DATE: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.