



## Maintenance Technician

3/28/2017

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**Department:** Maintenance

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

3<sup>rd</sup> Shift: Friday 10 a.m. – 10 p.m., Saturday &  
Sunday flexibility with shift, between 8 a.m. – 10  
a.m. start – 8 p.m. – 10 p.m. end

**Job Status:** Full Time

**Reports To:** Maintenance Supervisor

**Amount of Travel Required:** 0-5%

**Positions Supervised:** None

### POSITION SUMMARY

This position performs maintenance, repair, installation, and/or removal on printing equipment.

### REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### ESSENTIAL FUNCTIONS

- Read work orders and specification to determine machines and equipment requiring repair or maintenance.
- Analyze test results, machine error messages, or information obtained from operators to diagnose equipment problems.
- Record repairs and machine maintenance performed.
- Inventory and requisition machine parts, equipment, materials, and other supplies to maintain stock.
- Observe and test the operation of machinery or equipment to diagnose malfunctions, using voltmeters or other testing devices.
- Cut and weld metal to repair broken parts and/or fabricate new parts.
- Study blueprints or manufacturers' manuals to determine correct installation and operation of machinery.
- Other duties as assigned

### POSITION QUALIFICATIONS

#### Competency Statements

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability – The extent to which an individual can fit into a changing working environment.
- Communication - Ability to communicate effectively with others using the spoken or written word.

- Decision Making - Ability to select an effective course of action while controlling resources and expenditures.
- Organized – Ability to be structured and methodical in working skills.
- Problem Solving – The ability of the individual to recognize courses of action which can be taken to handle problems or potential problems, and applying plans to solve those problems.
- Reliability – The ability of the individual to be dependable and trustworthy.
- Responsible – The ability of the individual to be answerable for their conduct.

**SKILLS & ABILITIES**

**Required Education**

- High School Diploma or GED

**Preferred Education**

- Associate’s Degree in Maintenance/Industrial Maintenance
- Any other appropriate education as determined by management.

**Required Experience**

- Five (5) years Industrial maintenance experience (mechanical and electrical)
- Experience with PLCs

**Computer Skills**

- Must be proficient in the use of a PC and Microsoft Office Suite (Excel, Outlook, Word).

**Certifications & Licenses**

- None Required.

**Other Requirements**

- Knowledge of LEAN and/or Six Sigma processes.

**PHYSICAL DEMANDS**

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)		
		<b>Push/Pull</b>	
Climb	F (Frequently)	12 lbs or less	C (Constantly)
Crawl	F (Frequently)	13-25 lbs	C (Constantly)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

- N (Not Applicable)**      Activity is not applicable to this occupation.
- O (Occasionally)**      Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)**        Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)**        Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

- Vision
- Comfortable working with heights up to 25 feet.
- Ability to wear Personal Protective Equipment (PPE) - Hearing Protection

**WORK ENVIRONMENT**

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, inks, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*