



Job Title: Maintenance Mechanic  
Department: Maintenance  
Reports to: Directly – Maintenance Manager  
Indirectly – Operations Manager  
FLSA Status: Nonexempt  
Update: 7/01/10

**Job Summary**

Performs maintenance, installations, and repairs of equipment and building support systems that are necessary to the operation of the plant and offices at the facility.

**Essential Duties/Responsibilities**

- Works on job duties and assignments as they relate to maintenance, repair, installing, fabricating, adjusting, troubleshooting, and any other maintenance duties as needed.
- Responsible for scheduled preventive maintenance checks.
- Responsible for departmental inventory control.
- Diagnose & resolve equipment malfunctions and operating difficulties related to, but not limited to, cranes/hoists, 3 phase motors, chillers, cooling towers, boilers, HVA units, pumps, exhaust fans, etc.
- Perform mechanical, electrical and plumbing operations.
- Performs start-up and shut down functions on plant equipment and facilities as required.
- Responds to emergency calls on a twenty-four-hour basis.
- Works consistently to resolve sited safety issues in a timely manner.
- Responsible for maintaining departmental documentation as required.
- Workings safely at all times in compliance with OSHA safety and EPA regulations.
- Adheres to all Quality System procedures and work instructions.
- Participate in the handling, labeling, containment and disposal of hazardous waste.
- Performs other miscellaneous job duties and related functions as needed.

**Physical/Environmental/Chemical Hazards**

- Sharp parts, sharp tooling, heaving carts, seasonal high temperature and humidity levels, working at heights, moderate noise levels, limited hand and air tool use, compressed air (must use hearing protection).
- Must be able to wear respiratory protection when required.
- Must be able to lift 30-50 lbs. unassisted.
- Potential splash exposure near process lines.
- Various chemicals used in process.

**Education/Qualifications**

- High School diploma or equivalent preferred but not required.
- Requires broad based knowledge of electrical, mechanical and plumbing acquired through hands on training.
- Technical degree with a minimum of two (2) years work-related experience preferred.
- Blueprint & schematic knowledge helpful.

**Training Requirements**

- Refer to training matrix.

I acknowledge that I have read my assigned Job Description. I understand and agree to perform these duties and responsibilities as outlined above and affirm by my signature below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name