

SHEBOYGAN PAPER BOX COMPANY

JOB DESCRIPTION

Job Title: R - MAINTENANCE / MECHANIC
Department: Maintenance Department
Reports to: Plant Manager
FLSA Status: Non-Exempt
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Approved Date: 1/31/20

SUMMARY

The Maintenance / Mechanic is a skilled position. An employee in this class performs various skilled and semi-skilled tasks in the repair and maintenance of machinery, building, and equipment. This position will repair, adjust, and maintain equipment with responsibility for timeliness and quality of accuracy. The duties below are considered the essential functions of this job classification. The list is not all-inclusive, as all positions at the company are dynamic. The employee who occupies this position is expected to assume any/all duties assigned by management irrespective of whether such duties are specifically included in this list. This position is covered under SPBCo's collective bargaining agreement although Wisconsin's Right To Work law is embedded in the CBA, as is an opt-out provision for union employees.

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

- The technician will be able to troubleshoot problems and take initiative to correct and seek immediate assistance as necessary.
- Must be proficient in the understanding of preventive maintenance processes. This includes inspections, lubrication, general maintenance tasks, including but not necessarily limited to assembly and dis-assembly of components, problem troubleshooting, and correction.
- Performing breakdown repairs, preventative maintenance, predictive maintenance, and support as directed on all production equipment, utilities, building/grounds, etc.
- Complete parts requisitions, reservations, work orders.
- Technician disassembles defective electrical, mechanical, hydraulic and pneumatic equipment, replaces defective or worn parts, and reassembles equipment.
- Responsible for supporting electrical infrastructure of plant facility up to 480V which includes, but is not limited to replacing all fuses, light sockets, bulbs and switches within all facilities.
- Working independently and on teams and demonstrating safe work practices.
- Must possess working knowledge in automation and process control systems.
- Adhere to preventative/predictive maintenance schedules as outlined in work schedules.
- Read and follow equipment manufacturer's specifications in regards to assembly, component replacement, use in troubleshooting, and other activities. This will include reading, working with, and maintaining mechanical, electrical, pneumatic, and hydraulic drawings.

QUALIFICATIONS

- Electro-mechanical skills, computer controls, with ability to program, ability to troubleshoot and repair electrical and mechanical and fluid power breakdowns on manufacturing and facility equipment.
- Must have experience in identifying and using basic hand tools. Printing industry experience a plus. Relevant maintenance/electrical experience in an industrial manufacturing environment necessary. The ideal candidate will have a minimum of five years hands on experience in mechanical, electrical troubleshooting and repair of high speed equipment.
- Must be able to speak, read and write English. Must have working knowledge of basic mechanical fundamentals. Perform tasks per instructions. Work well without supervision when needed.
- Prepare equipment and materials as needed and effectively operate the equipment including the following:
 - Measuring instruments (micrometers, tape measures, dial calipers, multi-meters)
 - Precision machines (drill press, mill, lathes)
 - Hand tools (drills, wrenches, grinders)
 - Material handling equipment (forklifts, cranes, and overhead hoists)
- Basic proficiency with Microsoft Office.

EDUCATION and/or EXPERIENCE

A High School Diploma or General Equivalency Diploma and a Millwright license is required. Non-licensed Millwright applicants will be considered but must have 5 years of relevant experience in an industrial maintenance job classification and successfully pass a mechanical aptitude test.

LANGUAGE SKILLS

Ability to read, write, and comprehend routine reports and correspondence. The ability to communicate clearly with Managers, Supervisors, and employees of the organization is necessary in daily activities. The ability to understand quotes and bids for all work with outside contractors and suppliers for all in-house repairs and supplies with quality and time restraints reviewed.

MATHEMATICAL SKILLS

Must have very good mathematical skills with the ability to use precision tools and accurately understand measuring and gauging devices. Must be able to read and convert standard and metric measures.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in writing and orally. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Wisconsin Driver's License is mandatory for this position. Certification for forklift and clamp truck with an in-house program is needed for operating facility equipment.

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.

- Position is associated with pushing, pulling, climbing, reaching, stretching and working in tight positions.
- The employee is continuously required to lift up to 20 pounds, frequently required to lift 10 to 50 pounds and occasionally required to lift over 50 pounds. The employee is frequently required to carry up to 25 pounds and occasionally required to carry over 50 pounds.
- Must have physical coordination to operate fork lift (to remove and replace extremely heavy parts.
- Must have the physical ability and coordination to operate machinery (Lathe, Grinder, Drill Press, Handsaw, etc...,) used to make and repair parts.
- Must have the physical ability and coordination to remove and replace parts from machinery.
- Must have visual acuity at short distance to examine form and texture of parts to detect imperfections.
- Inside Conditions: Extremes of heat (100+ seasonal), humidity, working in tight areas, noise (from production machinery) and working with various oils, solvents and other related chemicals
- Outside Conditions: Various duties are conducted with external building & grounds throughout the year
- Must be flexible: Able to work overtime, particularly on weekends.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

HEALTH AND SAFETY

Adhere to all safety policies, procedures, manufacturing policies, equipment safeguards, and general factory safety including wearing appropriate PPE. Adhere to all Company food safety/AIB policies. Must maintain compliance with all OSHA standards for general industry.

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. The noise level in the work environment is usually loud.

REMARKS

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.