



**Position Title:** [ELECTRICAL MECHANICAL TECHNICIAN](#)

**Reports To:** Maintenance Manager

**Amount of Travel Required:** Minimal

**Positions Supervised:** NONE

**Job Status:** Full-time

**Work Schedule:**

1<sup>st</sup> Shift M-F 6am – 3pm; or

2<sup>nd</sup> Shift M-W 3pm – 3am; TH 3pm – 12am  
(additional hours as required)

## ESSENTIAL FUNCTIONS

- Troubleshoot & repair the more complex issues with broken or faulty equipment.
- Serve as a backup to coordinate vendors/suppliers on the shop floor.
- Provide guidance and feedback to operators/leads on proper functions of machines.
- Coordinate machine repair/maintenance with scheduling and leads when the machine is scheduled to be inactive.
- Perform repair and maintenance work on electrical control equipment and apparatus as associated with automated machine tools, servo-mechanism, etc.
- Replace, adjust, and calibrate components to align control apparatus to required operating specifications.
- May fabricate machine guards, replace motors, tear or replace pumps, maintain fluid collection or distribution equipment or repair electro-mechanical equipment.
- Rig, move, and install machines and equipment for new installations and intra-plant layout changes. May assist in dismantling and reassembling machines undergoing repair, overhaul, or move.
- Repair, maintain, and install electrical systems and equipment while performing and auditing lockout-tagout procedures, as required.
- Locate and determine electrical malfunctions.
- May also help with some of the other Maintenance Helper or Technician related duties, as listed below:
  - Complete preventative maintenance on machines, buildings, etc.
  - Troubleshoot, repair, and replace parts on a variety of facility equipment, machines, and the facilities themselves.
  - Construct shop benches, tables, partitions, or other equipment to assist with other areas of the company.
  - Replace light fixtures or other basic building equipment.
  - Assist with physical moves to include dismantling, packaging, transferring, and assembling of various office/shop furniture/equipment.
  - Perform maintenance-related safety audits in the required timeframe.
  - Serve as a backup for emptying chips.
- Follow 6S procedures, ISO/quality procedures, and all safety procedures and protocols.
- Additional duties as assigned.

## POSITION QUALIFICATIONS

### Education:

- High School Graduate or General Education Degree (GED)
- Associate Degree in an electrical field of study or equivalent technical training/certification or on-the-job experience



Experience:

- Minimum of 3 years of experience in a manufacturing work environment.
- 3+ years of experience in a maintenance or electrical related position.
- Previous experience in a CNC machining job shop preferred.

Skills & Other Qualifications:

- Ability to operate a forklift.
- Knowledgeable in using a variety of maintenance and electrical tools.
- Self-Sufficient & Self-Motivated
- Ability to effectively read and follow directions.
- Great verbal and written communication skills.
- Ability to work in a fast-paced environment and shift priorities with short notice.
- Strong work ethic and reliability.
- Ability to properly identify various materials used within the maintenance position.
- Strong mechanical aptitude.
- Ability to work from complicated schematic diagrams, drawings, blueprints, and specifications.
- Ability to effectively communicate direction to those assisting with various maintenance projects and tasks.

## PHYSICAL DEMANDS

		<b>Lift/Carry</b>	
Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling/Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	<b>Push/Pull</b>	
Climb	F (Frequently)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
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 (Near, Distance, Depth Perception, Peripheral)

Sense of Sound (Within normal range)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE): (Safety glasses, steel toe boots/shoes, and gloves as needed)

## WORK ENVIRONMENT

*90% Indoor work; 90% temperature regulated*

*\*Table of Levels for Electrical Mechanical Technician is Provided Below.*

*NOTE: The Electrical Mechanical Technician is the highest level within the Maintenance Team. The team consists of a Maintenance Helper, Maintenance Technicians I and II, and then the Electrical Mechanical Technician position.*

	<b>Electrical Mechanical Technician I</b>	<b>Electrical Mechanical Technician II</b>
<b>Degree/Education/Certifications Required</b>	High School Diploma or General Education Degree (GED)	High School Diploma or General Education Degree (GED)
<b>Years of Experience Required</b>	3+ years of experience in a maintenance or electrical related role within a manufacturing environment.  Prior experience in a CNC machining environment is preferred, but not required.	<b>5+ years of experience</b> in a maintenance or electrical related role within a manufacturing environment.  Prior experience in a CNC machining environment is preferred, but not required.
<b>Understanding of Maintenance Tools &amp; Processes</b>	Strong understanding of the most complex maintenance/electrical tools and processes.	Strong understanding of the most complex maintenance/electrical tools and processes.  <i>Acts as a resource for other Maintenance team members for questions on the use of these tools and processes.</i>
<b>Understanding of Schematic Diagrams, Drawings, Blueprints &amp; Specifications</b>	Ability to work from complicated schematic diagrams, drawings, blueprints, and specifications.	Ability to work from complicated schematic diagrams, drawings, blueprints, and specifications.  <i>Acts as a resource for other Maintenance team members with questions on any of the above and can give direction to others based on these.</i>
<b>Level of Experience &amp; Judgment</b>	Relies on extensive experience and judgment to problem solve a variety of challenges and may help less experienced Maintenance team members troubleshoot problems that arise.	Relies on extensive experience and judgment to problem solve a variety of challenges and <i>is seen as the "go-to" person</i> for less experienced Maintenance team members to troubleshoot problems that arise.
<b>Level of Supervision Required</b>	Able to work independently with a wide degree of autonomy.	Able to work independently with a wide degree of autonomy.
<b>Supervision of Others</b>	May act as an informal leader within the Maintenance team based on knowledge and experience.	May act as an informal leader within the Maintenance team based on knowledge and experience.  <i>Often provides guidance and direction to others when the supervisor is unavailable.</i>

<p><b>Training &amp; Development</b></p>	<p>Continues to be engaged and open to training &amp; development opportunities to keep maintenance and electrical skillset up-to-date and current with the newest tools, techniques, and best practices.</p>	<p>Continues to be engaged and open to training &amp; development opportunities to keep maintenance and electrical skillset up-to-date and current with the newest tools, techniques, and best practices.</p> <p>May be utilized as an informal trainer or technical resource for less experienced Maintenance team members. Someone at this level is always willing to provide knowledge and assistance to others in a positive manner.</p>
<p><b>Continuous Improvement</b></p>	<p>Provides continuous improvement suggestions in a positive manner and is active in helping to implement and sustain any agreed upon continuous improvement processes.</p>	<p>Leads by example by suggesting, implementing, and sustaining continuous improvement efforts in a positive manner. Regularly shares knowledge with other employees regarding A to Z's continuous improvement efforts.</p>
<p><b>Overall Engagement in Individual, Team &amp; Company Success</b></p>	<p>Consistently shows a positive attitude and interest in contributing to individual, team, and company success by being a productive, self-motivated team member. Provides a good example to other team members of someone who takes initiative and demonstrates a strong work ethic.</p> <p>Complies with safety, quality, and continuous improvement processes in place.</p> <p>Shares feedback, requests, and recommendations in a positive manner and always looks for ways to stay productive.</p>	<p>Consistently shows a positive attitude and interest in contributing to individual, team, and company success by being a productive, self-motivated team member. Provides a good example to other team members of someone who takes initiative and demonstrates a strong work ethic.</p> <p>Complies with safety, quality, and continuous improvement processes in place.</p> <p>Proactively looks for and recommends ways to contribute to the overall team and company success in a positive manner. This includes supporting others' success through training and knowledge sharing, maintaining high levels of productivity, and demonstrating an overall positive attitude towards other A to Z teammates.</p>