

Maintenance Mechanic



POSITION SUMMARY

Perform work involving the skills of maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

ESSENTIAL FUNCTIONS

Check iMaint work orders system daily for PMs and non PMs work orders and add work orders for work previously completed that needs to be documented on equipment that needs records kept

Follow Company safety policies to safely perform maintenance such as lock out tag out (LOTO), personal protective equipment (PPE), Confined Space, etc.

Keep workspace clean and organized

Be the primary mechanic of the plant jacks and forklifts and serve in other production areas

Have knowledge of the production areas in plant

Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate

Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists

Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices

Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment

Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary

Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions

Record maintenance and repair work performed and the costs of the work

Clean and lubricate shafts, bearings, gears, and other parts of machinery

Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools

Other duties as assigned. **Cross trained to assist and cover various needed areas .Regular and punctual em-**

ployee presence is required for this job

Maintain and service metal detectors

POSITION QUALIFICATIONS

Must be able to work without close supervision and have strong independent time management skills

Must maintain an excellent attendance record

Must follow all safety procedures and requirements-Must be trained in Confined Space Entry &Rescue –must be trained and understand MSDS sheets

Must have strong communication and interpersonal skills

Must have Jack driving/forklift license

Education

High school diploma or GED preferred, not required

