

## POSITION DESCRIPTION

DATE OF DESCRIPTION: April 2021

TITLE OF POSITION: Maintenance Mechanic

DEPARTMENT: Manufacturing Services

REPORTS TO: Manufacturing Services Engineer

NUMBER OF EMPLOYEES SUPERVISED: DIRECTLY: 0

INDIRECTLY: 0

GRADE LEVEL: VIII

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### BASIC PURPOSE OF POSITION:

Assembles, builds, adjusts, dismantles and repairs machinery and equipment; work is primarily of a mechanical or fitting nature.

Works under the general direction and supervision of the Maintenance Lead Person, Manufacturing Services Engineer, or Production Supervisor.

May use small hand tools, welders, torches, mechanical and electrical testing and measuring equipment, lathe, drill press, grinders, portable power tools, pipe fitting and plumbing tools, etc.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. Studies and interprets construction, mechanical or electrical blueprints, drawings or sketches to install new equipment, modify existing equipment, or troubleshoot mechanical or electrical problems; plans and determines working procedures and tool and material requirements.
2. Corrects defective mechanical devices and other equipment by disassembling, installing new parts, welding or re-fitting; adjusts and maintains mechanical equipment.

The intent of the above listing of "typical" duties is to define the job adequately and concisely for job evaluation purposes. It is not intended, however, to be a complete listing of all similar or incidental duties which employees will be expected to perform as a part of their normal work assignments.

### **ESSENTIAL FUNCTIONS OF THE POSITION (continued):**

3. Uses electric and acetylene welding equipment in making repairs, welds various types of metals.
4. Installs air, water and gas lines; repairs and maintains plumbing.
5. Repairs and maintains lift trucks and various pneumatic and hydraulic equipment.
6. Repairs and maintains basic AC and DC electrical systems.

### **NON-ESSENTIAL FUNCTIONS:**

1. Obtains work assignments, work order and instructions from Maintenance Lead Person, Maintenance Supervisor, or Production Supervisor.
2. May serve as a Roll Grinder.
3. Responsible for housekeeping in shop area and work sites.
4. Actively participates in quality improvement process.

### **ESSENTIAL REQUIREMENTS FOR THE POSITION:**

1. High School graduate or equivalent.
2. Must be able to interpret blueprints & sketches.
3. Must be able to operate machine shop tools proficiently.
4. Must be proficient in brazing, cutting and all position acetylene and arc welding including high pressure hydraulic pipe welding.
5. Must be capable of routing black pipe and hydraulic tubing.
6. Must be skilled in electrical, hydraulic and mechanical troubleshooting and repair.
7. Must have working knowledge of HVAC systems.
8. Must have own hand tools.
9. Must score well on the aptitude and skills tests.

The intent of the above listing of "typical" duties is to define the job adequately and concisely for job evaluation purposes. It is not intended, however, to be a complete listing of all similar or incidental duties which employees will be expected to perform as a part of their normal work assignments.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

1. Frequent bending, reaching and climbing.
2. Heavy physical effort (up to 50 pounds).
3. Frequent standing and walking.
4. Frequent lifting, carrying, pushing and pulling of various items.
5. Required to wear personal protective equipment.

The intent of the above listing of "typical" duties is to define the job adequately and concisely for job evaluation purposes. It is not intended, however, to be a complete listing of all similar or incidental duties which employees will be expected to perform as a part of their normal work assignments.