

Job Description

Mechanic “A”

Department: Maintenance

Reports To: Maintenance Supervisor

SUMMARY

With minimum supervision, troubleshoots mechanical problems on production lines. Maintains and repairs mechanical components of existing machinery and equipment in such a way as to avoid unnecessary down time. (Must have a Certificate of Qualification as a Millwright or Industrial Mechanic.)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned at the Supervisor’s discretion.

- reviews problems or concerns identified by previous shift (written or verbal communications)
- completes repairs or maintenance procedures that have been started by the previous shift
- receives weekly Preventive Maintenance schedule
- performs regular preventive maintenance routines
- visually inspects each section of the production lines
- listens for unusual sounds from mechanical components
- communicates with operators to identify problems
- performs immediate repairs as required
- informs Supervisor of any situation that requires attention but not immediate repair
- co-ordinates repairs and maintenance procedures with operators to avoid unnecessary down time
- replaces damaged mechanisms with spares
- may take damaged mechanisms to maintenance shop for repair
- maintains, troubleshoots and repairs the following, as required
 - compressors
 - pumps
 - bearings
 - drives
 - gears and gear boxes
 - steam boiler
 - cranes
 - lift trucks
 - plumbing
 - pneumatic equipment
 - hydraulic equipment
 - process piping
 - process reservoirs
- works in the maintenance shop doing repairs involving disassembling and reassembling, cutting, welding, brazing, soldering and grinding
- reads and interprets drawings and specifications
- completes all required documentation

RESPONSIBILITIES AND AUTHORITIES SPECIFICALLY RELATED TO QUALITY AND SAFETY

- must be aware of and work according to established safety standards
- ensures that work area is kept neat, clean and free of hazards
- must report any accident, however minor, to a Supervisor

Note: During evening or night shift there is usually no Mechanical Supervisor available for consultation. The Mechanic is responsible for decisions related to mechanical maintenance and repairs.

TOOLS AND EQUIPMENT USED

To perform this job the Mechanic must be able to safely and properly use the following tools and equipment:

- various hand tools
- welding, brazing, soldering and cutting equipment
- grinders
- band saw
- drill press
- lift trucks
- cranes using pendant controls (for maintenance purposes only)
- pneumatic hoist
- computer

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or abilities required.

EDUCATION and/or EXPERIENCE

High School graduation and Certificate of Qualification as a Millwright or Industrial Mechanic or equivalent and some related experience.

LANGUAGE / COMMUNICATION SKILLS

Ability to read and interpret documentation such as blueprints, other technical drawings, operating instructions and procedures manuals. Ability to write routine reports. Ability to effectively communicate verbally to other employees.

MATHEMATICAL SKILLS

Ability to perform accurate calculations using mathematical concepts covered in the Apprenticeship Program.

COMPUTER SKILLS

Knowledge of basic computer operations such as accessing data and data input.

QUALIFICATIONS (Cont'd)**REASONING ABILITY / PROBLEM SOLVING**

Ability to apply understanding based on education, training and experience to carry out instructions given in written, oral, numeric or diagram form. Ability to resolve problems involving a large number of variables in standardized situations. Must be able to work with minimal supervision.

CERTIFICATES, LICENSES, REGISTRATIONS

The Mechanic "A" must have a Certificate of Qualification for Millwright or Industrial Mechanic. Must be certified to operate any material handling equipment, such as cranes and lift trucks, that he uses.

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 the Mechanic "A".

While performing the duties of this position, the employee is regularly required to stand, sit, lift, reach with hands and arms, use hands and fingers to manipulate small parts and components, climb, stoop, kneel, twist, crouch, walk, talk and hear. Must have good vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles and toxic or corrosive chemicals. The employee is occasionally exposed to high places, extreme heat and outdoor weather conditions. The noise level in the work environment is usually loud.

DEVELOPMENTAL EXPECTATIONS

As technology evolves, and as Metal Koting adapts or modifies operating practices, employees will be required to upgrade their skills and knowledge to keep pace with those changes. The employee in this position will be expected to take advantage of training opportunities related to, but not restricted to, the following areas:

- computer skills
- problem solving and decision making skills
- mechanical technology
- Paint Line processes
- Electro-galvanizing processes