



POSTED: September 22, 2015

POSITION: Maintenance Technician

REPORTS TO: Plant Manager / Maintenance Lead

JOB SUMMARY: General industrial maintenance responsibilities which include equipment troubleshooting and repair. Responsible for all types of electrical, mechanical, and other installations, updates, repairs, projects, etc. throughout the company. The ability to troubleshoot quickly is essential. The ability to work daily with changing priorities is required. This person must be a team player with a positive attitude.

ESSENTIAL FUNCTIONS:

1. Troubleshoots any electrical or mechanical problems on machines in the plant.
2. Follows and understands National Electric Code, and OSHA regulations.
3. Repairs machines, as replacing chains, gearing, etc.
4. Assists others with machine problems or machine moves.
5. Documents history reports on any machines to file. Document changes in manuals as needed.
6. Knowledge of operation of all machines, and inventory of parts.
7. Responsible for mechanical installations repairs, bearing changes, dust collection, fabrication, small power tools.
8. Orders parts for the machines when needed.
9. Cleans, repairs and orders parts for all humidifiers when needed.
10. Cleans and repairs all dust collectors air compressor and air make-ups.
11. Cleans up shop and maintenance areas, also outside of building and dust collectors.
12. Continuous communication with engineering on new idea implementations, coordination, and feasibility for production improvements.
13. This job requires regular, predictable full-time attendance and all overtime as production requires.

ADDITIONAL RESPONSIBILITIES:

1. Assists on any mechanical installations, repairs, bearing changes, dust collection, fabrication, small power tools.
2. May assist with opening / closing the facility
3. May assist with any and all aspects of facility maintenance including but not limited to dumping dumpsters with forklift, cleaning restrooms / cafeteria, etc. Snow removal.
4. Maintains & cleans shop, equipment (grinders, sanders, etc.) and other maintenance related areas.
5. All other duties as assigned.

JOB QUALIFICATIONS:

1. High school diploma and relevant technical training or equivalent experience or certifications.
2. Vast knowledge of company machines and company production standards
3. Understands quality specifications as they relate to equipment performance.
4. Understands quality specifications as they relate to equipment performance. Self-Motivated – Ability to stay focused with proven ability to work independently without direct supervision
5. Ability to work flexible hours.
6. Detailed and Precise.
7. Considerable mental and visual effort.
8. Must be a team player, willing to assist in all areas as required.
9. Ability to recognize tools and parts for different types of machines.
10. Ability to recognize and correct any safety issues.

Please contact human resources at 641-423-0444 or email your resume to lnelson@woodharbor.com.