



Job Description

Job Title: Maintenance Support Technician	Supervises Others: No
Department: Maintenance	Approved By: Human Resource Department
Reports to: Maintenance Supervisor/Manager	
FLSA Status: Hourly / Non-Exempt	Approval Date: February 21, 2018
Prepared Date: January 22, 2018	Revision: Doc ID# I.380 Rev 1

Position Summary:

The position of the Maintenance Support Technician engages in activities in the areas of; Janitorial, minor machine repair, maintenance, building and grounds, of an industrial plant by performing the duties, tasks and responsibilities outlined below.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

- Performs work orders as delegated by Maintenance Supervisor.
- Repairs equipment as necessary if within experience level.
- Communicates and coordinates with supervisor for service repair and parts ordering.
- Inspects operating equipment for conformance with operational standards.
- Requests tools, equipment, and supplies required for operations.
- Develops a schedule to perform the duties, tasks and responsibilities out line below:
 - Monitor trash containers.
 - General cleaning of machines.
 - Cleaning out coolant tanks and cleaning up spills /leaks.
 - Replace light bulbs as needed.
 - Support Maintenance room organization /clean up.
 - Wipe down trash/pop containers.
 - Wipe down Epicor terminals, the top of lockers and the lock out boxes.
 - Wipe off the Grill cover monthly.
 - Wipe down the tops of cabinets, mails boxes, forms areas, etc.
 - During winter months helps in clearing snow and salts walks and entrances.

General Maintenance Duties

- Fix air leaks.
- Repair Conveyors.
- Comply with company policies and safety regulations.

Supports some daily duties when needed

- Run floor scrubber when needed.
- Monitor bathrooms for cleaning and supplies in an emergency.
- Monitor trash containers in parking lots (front / back / north).
- Monitor the smoke pole outside of plant.

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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Knowledge, Skills and Abilities Required:

- A minimum of a High School Diploma or Equivalent.



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- A minimum of three to six months of related combination of experience and/or training.
- Ability to; be certified in forklift operation.
- Ability to; effectively present information and respond to questions from groups of managers, peers and employees.
- General math skills. Measurement devices and instruments.
- Ability to; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to; interpret a variety of instructions furnished in wither; written, oral, diagram, or schedule form.
- Ability to; report to work in accordance to the expectations of the company attendance policy including reporting to your assigned work station “work ready” and work up to the end of shift.

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Effort: Employees are required to;		Work Conditions: Degree of exposure to work conditions	
Position	% of Time in Position	Condition	% of Time exposed to conditions
<i>Walking, Standing, Reaching, Lifting up to 50 lbs.</i>	Up to 75%	<i>Dirt Noise Grease/Oil</i>	Up to 100%
<i>Climbing, Bending, Kneeling, Stretching</i>	Up to 50%	<i>Dust Fumes</i>	
<i>Pulling/Pushing weight up to 400lbs. w/ mechanical assistance</i>	Up to 35%	<i>Smoke</i>	Up to 75%
		<i>Heat</i>	Up to 60% - 100%
		<i>Water, Vibration</i>	Up to 25%
<i>Sitting, Cramped or confined space</i>	Up to 35%	<i>Office Environment</i>	Up to 10%

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities (as approved by Human Resources). To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee Name

Employee Signature

Date