



JOB DESCRIPTION

Job Title: Maintenance Technician

Department: Maintenance	Location: Davenport, IA
Reports to: Maintenance Supervisor	Status: Non-exempt, Hourly
Date Written/Updated: January 2019	Positions Reporting: None

JOB SUMMARY

The Maintenance Technician is responsible for maintaining the building, all production equipment, molds, production support equipment and machinery. The Maintenance Technician is also responsible for the effectiveness of the preventive maintenance program and timely repair of items on the maintenance log.

Responsibilities

Maintenance

- Conducts all machine maintenance and repairs in a timely and satisfactory manner to keep the facility running effectively.
- During slower work periods, conducts special request repairs.
- Searches for and orders parts, as needed. Performs identified preventive maintenance.
- Supports equipment maintenance and repairs, including, but not limited to: tools, hoists and the test and cleaning of equipment. Sources and orders the necessary supplies to effectively operate the maintenance equipment and perform identified work. Maintains equipment and forklifts in compliance with government and OSHA regulations.
- Conducts all building repairs and maintenance, as needed, in a proactive and/or timely manner.
- Assists in the tool room, as needed.
- Assists with production issues such as stuck parts and tooling problems. Conducts training with those operating equipment, as needed. Assists technicians in machine upgrades.
- Problem solves and identifies opportunities for equipment/facility maintenance improvements.
- Maintains involvement in organizations and training to remain current with relevant industry technologies and areas of specialization.
- Performs related tasks as directed to aid in the safe, efficient and productive operation.
- Report and (if possible) resolve potential safety issues. Promote safety.
- Manages and disposes of hazardous waste in compliance to the established government and OSHA regulations.
- Researches and completes special projects, as assigned.
- Be on call for overtime when needed (including weekends).
- Miscellaneous duties, as assigned by the Plant Superintendent or the Vice President of Operations.

PERFORMANCE MEASUREMENTS *(The essential duties and responsibilities will have been satisfactorily completed when the following are demonstrated) Note: This only pertains to the essential duties and responsibilities of the position and is not all inclusive of the entire performance evaluation process.*

MINIMUM QUALIFICATIONS

1. Education

- **Required:** High School diploma or equivalent, Trade school and/or technical training in mechanical repair, welding, basic machining, electrical, programmable logic controller or fabrication skills.

2. Experience: Minimum of three (3) years of maintenance experience, preferably in a manufacturing environment. Experience with mechanical repair, welding, basic machining, electrical, programmable logic controller or fabrication skills.
3. Other Required Knowledge, Skills, and Abilities:
 - Proven ability to read and interpret blueprints and schematics. Effective knowledge of mechanics, motors, gas fired ovens, electricity and electronics, plumbing and hydraulics.
 - Clear and effective written and verbal communication skills.
 - Valid driver's license required. Forklift certification.
 - Microsoft Outlook, Internet Explorer, and other computer based software and or systems.

EQUIPMENT USED

Copier/Scanner/Fax, Computer, Various Software Systems (Microsoft Word, Excel), Internet, Phone System, Welding Equipment, Lathe and Mill Operation, Hand and Power Tools, Forklift, Ladders

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
 - Ability to understand, remember, and applies oral and/or written instructions or other information. Ability to understand complex problems, collaborate and explore alternative solutions. Frequent problem solving and reasoning.
 - Ability to organize thoughts and ideas into understandable terminology. Ability to organize and prioritize own work schedule on short-term and long-term basis. Ability to make decisions which have significant impact on production and organization. Ability to handle multi-projects at once, heavy workload and handle stressful situations.
 - Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone. Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately and quickly. Ability to orally and in writing, communicate highly complex and technical information.
 - Ability to add, subtract, multiply, divide and check for results for accuracy.
- 2 Physical Requirements
 - This position requires an individual to see and hear 8+ hours per day. Incumbent is required to have visual acuity to perform activities such as viewing parts, a computer terminal, analyzing data, etc.
 - Requires the ability to sit, stand and walk up to 8+ hours per day. Requires the ability to work at a rapid speed, twist, bend, push, pull, carry, stoop, lift, reach and grasp 8+ hours per day for activities such as inspecting parts. Requires continuous finger movement and keyboard usage for data entry, carrying parts and using tools, welding equipments, etc.
 - Ability to lift 50+ pounds on a regular basis.
- 3 Working Conditions
 - Exposed to heat, cold and potential internal temperature changes up to 8+ hours per day in the office and out in the production plant. Seasonal fluctuations. Exposed to dust, dirt, fumes/vapors/gases from plastics processes, ovens and propane tanks while in the production plant.
 - This position exists in a production environment, with frequent need to enter the office.
 - This position works independently 8+ hours per day and works directly with others. Ability to work additional hours or different shifts, as needed to accommodate issues that may arise in the 24-hour operation.
- 4 Personal Protection Equipment
 - Eye safety glasses and hear protection necessary to enter production area.
- 5 Travel Requirements
 - There are no travel requirements for this position.

The job description does not constitute a written or implied contract of employment. Solar Plastics reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.

