

JOB DESCRIPTION

LOCATION	JOB TITLE	DEPARTMENT
Social Circle, GA	Maintenance Technician	Operations
EXEMPT STATUS	FULL / PART TIME	REVISION DATE
Non-Exempt	Full Time	September 17, 2022
REPORTS TO	MAY TAKE DIRECTION FROM	
Operations Manager	Operations Manager, Production Manager, Operations Director	
DIRECT REPORTS		
None		

SUMMARY

The maintenance technician is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

This position will be a shared resource between multiple departments.

ESSENTIAL DUTIES

- Ensure manual and automatic equipment and structures are working properly and safely for sustaining uninterrupted production in designated department.
- Perform routine and non-routine maintenance on equipment, including preventive maintenance tasks.
- Troubleshoot, repair and maintain all pneumatic, hydraulic, electronic and electro-mechanical systems and equipment such as electrical motors; motor controls; pumps; panelboards and switch gears; DC and AC frequency drives; PLC controls; pneumatic- electric controls for valve operations.
- Understand ladder logic with PLC and HMI experience. Allen Bradley, Siemens, OEM systems.
- Design modifications to equipment if necessary.
- Order parts as needed. Maintain spare parts inventory to minimize down-time.
- Follow expense reporting procedures.
- Maintain clean, safe and orderly work area, including machine shop.
- Perform maintenance on facility including HVAC as needed.
- Able to obtain and maintain mobile equipment driving certification.
- Assist with requirements to maintain facility security.
- Perform inspections of facility and equipment as needed or required.
- Create and or maintain a preventive maintenance plan for production equipment and plant.
- Work with outside contractors as needed.
- Have knowledge and adhere to OSHA, EPA, DOT, FDA, Company regulations and other regulations as required.
- Train and educate personnel to perform light maintenance of equipment in designated department.
- Assist with the installation of equipment as needed.
- Communicate daily and throughout the day with all impacted parties regarding status of work being performed.
- Assist and mentor other Maintenance Technicians.

- Respond to spills as part of safety inspections and/or Spill Response Team. When needed, assist with first aid responses as a member of the First Aid Team.
- Act in accordance with all company policies and procedures.
- Perform other duties as assigned.

EDUCATION – EXPERIENCE

- High school diploma or equivalent.
- Advanced education and/or certifications preferred.
- Minimum 5 years solid mechanical working experience of manual and automatic converting equipment for the manufacturing of plastic resins or related extrusion manufacturing, batching equipment, conveyor systems, filling machines and packaging machines.

OTHER COMPETENCIES / SPECIFICATIONS

- Able to operate and have experience working with basic machine shop tools and equipment, including but not limited to, welders, lathes, saws, drill presses, and milling machines.
- Ability to interpret blue prints and schematics.
- Working experience with hydraulics, pneumatics, electronics and logic systems is essential.
- Experience with maintenance of HVAC, ventilations systems and boiler rooms a plus.
- Able to diagnose and correct equipment issues either individually or in collaboration with other technicians or service professionals.
- Working knowledge of OSHA, EPA, DOT, FDA and other government regulations.
- Strong mathematical aptitude to perform the duties of the job.
- Possess good manual dexterity and visual acuity to perform the duties of the role.
- Able to communicate effectively both orally and in writing.
- Availability to be on-call for after hour emergencies if necessary.
- Demonstrated ability to build and manage relationships across varying customer functions and levels. Be collaborative and able to function in a team environment. Effective interpersonal skills are essential.
- Able to be a self-starter, able to self-motivate and work independently. Acts with a sense of urgency to drive results; is goal oriented. Possess an entrepreneurial spirit and willing to take initiative.
- Strong listening and communication skills
- Able to adapt to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
- Is creative and intuitive. Able to solve practical problems and deal with a variety of variables in situations where limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Possesses a sense of self awareness in dealing with others.
- Proficient time management and prioritization skills. Organized in managing tasks and responsibilities.
- Ability to define problems, collect data, establish facts, and draw valid conclusions as related to the job.
- Able to understand manufacturing processes / procedures and product applications.

WORK ENVIRONMENT

- Must be able to stand for a long period of time.
- Must be able to lift and/or move up to 50 pounds.
- Responsible for workplace and any assigned equipment or materials.
- Ability to work in a fast paced, production environment.
- Able to work for long periods of time in an environment with exposure to heat, cold, or controlled chemicals.

SAFETY

Must be capable of and willing to accept all work rules, safety and environmental instructions, policies and procedures, as it applies to the job. Might work with chemicals, some might be hazardous. Follow all safety precautions including review of MSDS's if necessary.

SIGNATURES

EMPLOYEE

DATE

SUPERVISOR/MANAGER

DATE

HUMAN RESOURCES

DATE

Job duties and requirements may be subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of the minimum levels of education, experience and skill required to perform the essential functions of this job. The job description does not constitute a written or implied contract of employment. The company reserves the right to revise or change job duties and responsibilities as the need arises.