 AUBURN PLANT	JOB DESCRIPTION	DATE 10/20/07	DOCUMENT JOB
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		APPROVAL	
Job Title: Electro Mechanical Maintenance Technician			

1.0 Document Control

FLSA	Hourly	Department	Maintenance
Job Classification	Skilled Trades	Supervisor	Maintenance Mgr
Prepared By		Current Revision	10/20/07
Authorized By		Previous Revision	

2.0 Job Summary

The primary function of this position is to maintain all electrical and mechanical equipment necessary to operate our plant. The technician will be assigned to work alone or with a group depending on the job requirements. The technician in this position will work from a daily schedule, however must be flexible depending on production equipment needs.

3.0 Essential Duties and Responsibilities (including, but not limited to)


3.1 Safety

- 3.1.1 Understand and utilize safety equipment and procedures.
- 3.1.2 Reinforce safety procedures with peers.
- 3.1.3 Know and use required personal protective equipment (PPE).
- 3.1.4 Understand RCRA and MSDS labeling and "Right to Know" requirements.
- 3.1.5 Know all emergency procedures.
- 3.1.6 CPR / First Aid / AED Training Mandatory
- 3.1.7 Actively participate in the company safety program.

3.2 General Job Duties

3.2.1 Electrical

- 3.2.1.1 Familiarity with advanced trade practices, blueprints, schematics, manuals both written and verbal.
- 3.2.1.2 Maintain all electrical equipment necessary for operation.
- 3.2.1.3 Troubleshoot, devise, alter or adapt equipment or system to meet plant, building and production needs.
- 3.2.2 Determine both electrical and electronic malfunctions, solve problems and recommend solutions for electrical, electronic and mechanical equipment and systems.
- 3.2.3 Perform skilled duties on, but not limited to, motors, drives, converters, controllers, circuit boards, relays, electronic or electrical components, power distribution systems, lighting, HVAC, sensors, micro-processors and general building utility services.
- 3.2.4 Plan, layout, estimate and implement minor and major repairs, changes or installations as needed.


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- 3.2.5 Calculate electrical or electronic parameters, order parts and supplies as authorized.
- 3.2.6 Inspect, test and perform preventative maintenance to specified equipment for production or building services.
- 3.2.7 Install conduit, wiring junction boxes and circuit protectors for DC or AC low or high voltage.
- 3.2.8 Understand and use electrical codes, programming techniques and power distribution capacities.
- 3.3 Mechanical
 - 3.3.1 Work from schedules, drawings, schematics, manuals, written and verbal instructions with standard maintenance practices to provide proper operations and timely service to all departmental equipment.
 - 3.3.2 Check overall operations of equipment for safety quality and effective production change over.
 - 3.3.3 Maintain all parts of utility and production equipment as necessary to continue the operation of equipment.
 - 3.3.4 Rebuild equipment as necessary, e.g. pumps/rolls/gear-reducers/rotary unions/blowers/ choppers/fans/air shafts/clutches
 - 3.3.5 Lube, Oil and grease Equipment
 - 3.3.6 Adjust timing tensions, dirves, sprockets and belts
 - 3.3.7 Plan, layout and design modifications, changes, rebuilds, tear downs and major installations
 - 3.3.8 Modify tooling as necessary for production or maintenance equipment
 - 3.3.9 Analyze and troubleshoot machinery or process problems as necessary
 - 3.3.10 Utilize welding techniques as necessary
- 3.4 Other
 - 3.4.1 Report quality or production difficulties to supervisor or appropriate personnel
 - 3.4.2 Maintain clean and orderly work area
 - 3.4.3 Maintain all buildings and grounds as necessary
 - 3.4.4 Assist production personnel to maintain or recover production
 - 3.4.5 Answer emergency calls / be available for call ins as scheduled
 - 3.4.6 Write and maintain logs, records, forms and time sheets
 - 3.4.7 Observe all Company rules and regulations, including housekeeping, safety, quality of work and PPE's
 - 3.4.8 Perform other duties as assigned

4.0 Qualification Requirements

4.1 Education

- 4.1.1 High school graduate or equivalent.
- 4.1.2 Certificate: Electro – Mechanical Maintenance 2 year program
- 4.1.3 Prefer: Associates Degree

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4.2 Experience

- 4.2.1 Prior Electro-Mechanical Technician Experience in manufacturing environment preferred
- 4.2.2 Complete 90-day probationary period.
- 4.2.3 Complete company specific training and pass performance checklist to be qualified for this position.
- 4.2.4 Ability to perform all essential functions of the position.

4.3 Physical Demands

- 4.3.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential duties.
- 4.3.2 Manual lifting to 50 lbs.
- 4.3.3 Ability to stand, walk and bend.
- 4.3.4 Climb access ladder to 8 ft. high.
- 4.3.5 Use hand tools and instruments.
- 4.3.6 Ability to read and write.
- 4.3.7 Count and calculate with basic math.
- 4.3.8 Hand-eye coordination.

My signature on this document indicates that I accept the position above, I have read the duties of the job, understand the expectations and that I will perform the duties of the job safely and that I will perform the duties with the best interest of the Company, our Customers and the other employees.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____