

# Full job description

Reports To: Plant Manager

FLSA Status: Non-Exempt

SUMMARY: Maintains production and quality by ensuring operation of machinery and mechanical equipment.

## DUTIES AND RESPONSIBILITIES:

- Ensures operation of machinery and mechanical equipment by completing preventative maintenance requirements on engines, motors; pneumatic tools, conveyor systems, presses and production machines; following diagrams, sketches, operations manuals, manufacturer instructions, and engineering specification; troubleshooting malfunctions.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, hand and power tools; examining form and texture of parts.
- Determines changes in dimensional requirements of parts by inspecting used parts, using rulers, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Controls downtime by informing production workers of routine preventative maintenance techniques; monitoring compliance.
- Fabricates repair parts by using machine shop instrumentation and equipment.

- Maintains equipment, parts and supply inventories, by checking stock, to determine inventory levels; anticipating needed equipment, parts and supplies; placing and expediting orders; verifying receipts.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provides mechanical maintenance information by answering questions and requests.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed
- Performs all other duties as assigned.

#### 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 and/or Experience -High School Diploma (or GED or High School Equivalence Certificate) or College degree. 3 to 5 years of

Manufacturing Maintenance Mechanic experience is required. PLC experience is required.

- Language Skills –Ability to read, analyze, and interpret technical journals, safety manuals, and blueprints. Ability to respond to common inquiries or complaints from co-workers. Ability to effectively present information to management, public groups, and/or board of directors. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc.
- Mathematical Skills –Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills: To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, retrieving information, and ordering parts. This role requires an average knowledge of Microsoft Office.

#### COMPETENCIES:

- Action Oriented- Enjoys working hard. Is action oriented and full of energy for the things seen as challenging. Seizes more opportunities than others. Reacts quickly to critical situations.
- Job Knowledge- Job Knowledge refers to the amount of relevant knowledge and skill an employee has. Includes awareness and possession or mastery of special facts, practices, manual skills and techniques and decision-making methods.
- Learning Skills- Learns quickly when facing new problems. A relentless and versatile learner. Open to change. Analyzes both successes and failures for clues to improvement. Experiments and will try anything to find solutions. Enjoys the challenge of unfamiliar tasks. Quickly grasps the essence and the underlying structure of anything

- Priority Setting- Spends his/her time and the time of others on what's important. Quickly zeros in on the critical few and puts the trivial many aside. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks. Creates focus.
- Safety- The employee is safety conscious about the work environment and equipment. The work area is free of debris to prevent trip and slip hazards. All products and equipment are stored in its proper location. All safety guards and other safety devices are in its proper location, are functional, and utilized effectively on a consistent basis. Standard operating procedures, safety work rules and good general manufacturing practices are followed on a daily basis.

#### PHYSICAL DEMANDS:

While performing the duties of this job, the individual is to remain in a stationary position for 60 percent of the time while fixing the machines on the shop floor. They constantly operate motorized equipment and machines. The individual needs to move about on the shop floor to transport parts, access tools, equipment, parts, and other necessary items to complete the work order. The individual frequently positions self to operate and repair machines, including underneath and above the machine. Most of the activities involve fine and gross manipulation of items. They must be able to exchange accurate information with other individuals in the office and shop. Must be able to detect mechanical issues and part defects from short distances to determine what action needs to be taken. They must regularly push, pull, and/or move up to 30 pounds. The individual must be capable of transporting different parts and tools required to do the job.

#### WORK ENVIRONMENT:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The noise level in the work environment is

usually moderate. The individual will be exposed to loud machinery or equipment. Due to the risk of electrical hazards while installing or servicing, additional personal protective equipment and procedures may need to be followed. Due to exposure of machinery and electrical currents, employees are required to wear personal protective equipment such as ear and eye protection, gloves, and steel toe boots. During warmer months, the required personal protective equipment may cause the employee to be very warm while working. The individual will be exposed to loud machinery or equipment.

Job Type: Full-time

Pay: \$21.76 - \$26.21 per hour

Expected hours: 40 – 60 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 3 years
- 4 years
- 5 years

Schedule:

- 8 hour shift
- Day shift
- Evening shift

- Monday to Friday
- Night shift
- Weekends as needed

Work setting:

- In-person
- Warehouse

Work Location: In person

Contact:

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