

JOB DESCRIPTION

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| Job Title: Maintenance Technician | Effective Date: 05/12/2016 |
| Department: Maintenance | FLSA Status: Non-Exempt |
| Reports To: Facilities Manager | Reporting to this position: N/A |

POSITION SUMMARY:

To install, troubleshoot, repair and maintain all electrical components of production equipment; keep machines in operable condition. Machinery includes packaging machines, tablet presses and other production equipment. Position involves mostly electronic and electrical duties; but may also involve mechanical repairs.

RESPONSIBILITIES:

1. Dismantle, repair and assemble a variety of machinery and equipment.
2. Analyze and troubleshoot electrical and/or electronic problems on production equipment; including programming changes to PLC controllers.
3. Perform preventative maintenance according to schedule.
4. Work with Staff Engineer to design and implement changes to enhance production.
5. Install electrical fixtures, services and telecommunication hook ups.
6. Write logic programs for automated integration of production components.
7. Procure materials and parts necessary to make machine repairs.
8. Ensure machines guards and safety interlocks are operating properly.
9. Fabricate, construct, and install machinery, equipment and/or replacement parts by performing applicable operations such as bending, cutting, burning, welding, drilling, pipe threading, tapping, machining, filing, forming, grinding, rigging, electrical testing, etc.
10. Observe and practice all safety precautions and regulations in performing duties as well as maintain good housekeeping.
11. PLC Programming
12. Other duties as required.

ESSENTIAL SKILLS AND EXPERIENCE:

- Minimum 5 years experience electrical maintenance
- Minimum 3 years experience in programmable logic
- Comprehensive knowledge of electrical principles
- Basic mechanical skills
- Basic electrical skills
- Ability to read, understand and repair parts from electrical and/or electronic blueprints and sketches
- Ability to troubleshoot and problem solve
- Ability to communicate effectively with team members and other plant personnel

EDUCATION:

High School diploma (or equivalent) required. Certification or electrician license preferred.

PHYSICAL DEMANDS/WORKING CONDITIONS: See attached.

Approvals:

Dept. Supv.: _____ Dept. Mgr.: _____

HR: _____

Date: _____

Date: _____

Date: _____