



TRANSCENDING EXPECTATIONS

**JOB TITLE:** Maintenance Technician  
**DEPARTMENT:** Maintenance/Facilities  
**REPORTS TO:** Maintenance/Facilities Manager  
**Date:** Sept 2020

**JOB SUMMARY:**

Repair, rebuild, or overhaul all types of production and service equipment at 7-SIGMA.

\*Willingness to learn – In this position, you will be mentored in hopes of moving into a higher up Maintenance/Facilities position.

**JOB DUTIES:**

- Uses a full range of precision measuring and gauging tools, blueprints, manuals and follow written or verbal instructions to perform an inspection(s) to determine trouble with machine/ building.
- Perform repairs need to put equipment back into service.
- Test equipment to check proper operation and ensure the operator is comfortable with the function of various equipment.
- Perform scheduled preventive maintenance checks and inspections as needed.
- Makes repair parts if not commercially available nor available from company central inventory stores.
- Complete scheduled maintenance checks and inspection as needed.
- Perform all jobs promptly, and aids in the company's goal for on-time quality products.
- Keep work area(s) neat, clean, and professional looking.
- Assist in the installation and setup of new equipment as required.
- Assist the Maintenance/Facilitates Manager with day to day paperwork.
- Maintain Written schedules and provide reports to management on key projects.
- Conduct sourcing for parts and projects, quotes and vendor interaction.
- Writing of ROI reports for machinery if needed and be able to crudely diagram new work cell setups.
- Other duties as assigned

**ACCOUNTABILITIES:**

- Keep all company equipment in proper working order according to safety standards.
- Keep up on all OSHA standards related to job and responsibilities.

**\*\*\* Quality and the environment are collective responsibilities: each employee is responsible for the maintenance of ISO 9001 and 14001 standards, daily, through the improvement of our quality and environmental management systems. \*\*\***

#### **JOB SPECIFICATIONS:**

- High school Diploma or equivalent and 2 years of Technical school
  - (Mechanical, Electrical, PLC, Hydraulic & Pneumatic building maintenance)

#### **OR**

- 3-5 years' experience as a Maintenance Mechanic in a manufacturing environment.

#### **OTHER:**

- Close attention is required to prevent damage to complex machine tools
  - High mental and visual effort is required.
- Ability to troubleshoot and make changes as needed.
- Strong work ethic in matters of attendance and performing job safely procedures.
- Strong verbal, written, and listening skills.
- Able to lift a maximum of 60lbs.
- A willingness to learn – In this position, you will be mentored with hopes of moving into a Maintenance/Facilities Manager.
- Computer skills\_– Excel, Word, Outlook (Basic computer skills)

#### **DRESS ATTIRE:**

- Casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance.
- Well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps is not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.
- Closed-toe shoes should be worn in any production area.
- Uniforms are available at Employee request.

#### **CASUAL FRIDAY'S:**

- Blue jeans, T-shirts (without any inappropriate slogans or images.)