



AMERICAN ELITE
Molding Our Futures Together **MOLDING**
Maintenance
Job Description

Job Title: Maintenance Tech
Reports To: Maintenance Manager
Department: Maintenance
Prepared By/Date: HR AEM / September 21 2016

To Apply: Email your resume to ewestby@careersourceow.com

Summary:

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

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs highly diversified duties to install and maintain production machines and the plant facility's equipment.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- Performs mechanical skills including but not limited to mechanical, electrical, pneumatic, hydraulic, troubleshoot and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnoses problems and replace, repair, test and make adjustments.
- Perform regular and routine preventive maintenance on machines, equipment and plant facility
- Responsible for plumbing maintenance and carpentry functions.
- Detect faulty operations, defective material and report to proper supervision.
- Perform all duties according to safety regulations
- Perform all other duties as assigned or needed



- Work flexible schedule that can include nights and weekends during a 12 hour shift

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/Experience:

- 2 year Degree or Maintenance Certification production maintenance experience.

Language Ability:

- Ability to read, analyze, and interpret common machine manuals and work orders. Ability to respond to common inquiries by supervisors and managers

Math Ability:

- Ability to calculate figures and amounts such as percentages, total sums, projected amounts, dollar amounts, cost savings and product costing. Ability to use measuring tools, calipers, tape measures, etc

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

- To perform this job successfully, an individual should have basic computer skills, knowledge of Word Processing software and Spreadsheet software.

Certificates and Licenses:

- AEM/Landrum forklift
- AEM/Landrum Welding

Supervisory Responsibilities:

No direct supervisory responsibility.



Signatures:

This job description has been approved by all levels of management.

Maintenance Supervisor _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____