

JOB DESCRIPTION

Job Title:	Maintenance Technician	Dept:	Maintenance
FLSA:	<i>Salary Non-Exempt</i>	Issue Date:	02/25/2002
		Revision Date:	02/24/2016

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Support production in reducing and eliminating equipment / tooling downtime and scrap utilizing good analytical methodologies. (Preventive / Predictive Maintenance and Spare Part Inventory).
- Perform equipment / tooling and facilities preventive maintenance (PM) per schedule provided. Complete all documentation required for PM's.
- Perform repairs as required, and document all activities to maintain objective of less than 30 minutes mean time to repair (MTTR).
- Assist in fabricating and implementing projects, as required.
- Maintain and monitor a healthy and safe work environment utilizing MSDS's for the facility and all company, local, state and federal guidelines.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Sign for waste manifests.

Basic Education, Experience and Skills Required

- High School Diploma or equivalent and 2 years of experience in Industrial maintenance.
- Minimum 1 year of experience in a manufacturing environment.
- Analytical skills.
- Technical understanding of machine and components.

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Safety Training
 - Hazardous Communication
 - Spill Response
 - Waste Manifest
 - Recycle Program
- Dakota Vision and Culture
- Departmental Training
 - Process 13 – Maintenance and Facilities
 - Genie Bloom
 - High Lo Certification
 - ARC Flash
 - Bigfoot
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting

APPROVAL



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Health, Safety and Physical Demand Requirements

- Use hands to handle tools or controls.
- Bend or twist their body.
- Kneel, stoop, crouch, or crawl.
- Use hands and fingers to grasp, move, or assemble very small objects.
- Use muscles to lift, push, pull, or carry heavy objects that may weigh up to 50 pounds (23 kg).
- See differences between colors, shades, and brightness.
- Speak clearly so listeners can understand.
- Understand the speech of another person.
- Keep or regain the body's balance or stay upright when in an unstable position.
- Able to tolerate standing for 8 hours or more.
- Hand and eye coordination.
- Must be able to work at heights
- Occasional squatting, working in the prone position, crawling and working on ladders and/ or platforms.
- Able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- Spill Response
- Blood Borne Pathogens

Travel Requirements

- Less than 5% local travel required
- Valid driver's license required

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

APPROVAL