

Uncontrolled
If Printed

**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician

DEPARTMENT:	Manufacturing	DIVISION:	All
PREPARED BY:	K. Schumm	DATE:	1/25/07
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JOB FUNCTION: Repairs and maintains machinery and mechanical equipment such as engines, motors, pneumatic tools, conveyor systems, production machines and equipment to ensure production capability and equipment reliability by performing the following duties.

ESSENTIAL FUNCTIONS:

Provides reactive maintenance support to the production area to ensure timely repair of all equipment.

Diagnoses malfunctioning machinery and initiates repair or adjustment of the machinery to produce products to specifications and quality standards.

Troubleshoots mechanical devices to identify problem areas.

Dismantles devices to gain access to and remove defective parts.

Repairs or replaces defective parts. Installs special functional and structural parts in devices.

Examines form and texture of parts to detect imperfections.

Repairs electrical equipment as assigned.

Adjusts functional parts of devices and control instruments.

Start devices to test their performance.

Inspects used parts to determine changes in dimensional requirements.

Sets up and operates lathe, drill press, grinder, and other metalworking tools to make and repair parts.

Initiates purchase order for parts and equipment.

Oils, greases, or cleans moving parts of friction surfaces of mechanical equipment such as shafts and bearings, drive chains, and gears.

Ensures oil is added to all machinery. Adjusts lubrication units to regulate flow of oil to moving parts.

Basic repair and inspection of machinery for problems such as broken bolts, worn bushings, air leaks, or other minor issues.

Cleans machines and the surrounding area.

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ESSENTIAL FUNCTIONS (cont.):

Ensures the policies and procedures of the environmental management system are being followed and submits continuous improvement ideas in accordance.

Ensures the facility is being a good neighbor to the community.

Other duties may be assigned.

OTHER SKILLS AND ABILITIES:

- Must possess excellent personal communication skills.
- Ability to administer and receive constructive feedback to increase the overall efficiency of the department.
- Must be capable to act as a leader and role model for Alex Products.
- Familiarity with safety regulations and OSHA requirements.
- Must be well-organized and maintain all required documentation.
- May be required to have the ability to obtain Alex Product lift license and use lifts properly and safely.
- Blueprint reading knowledge preferred.
- Environmental training as required.

EDUCATION:

A minimum of high school diploma; preferred one year certificate from college or technical school in the field; related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

May be required to have a valid Motor Vehicle Operator's license; may be required to hold a valid Commercial license.

State journeyman card in machine trades preferred.

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.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and complete log and data entries.

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.