

Maintenance Tech

Department: Maintenance
Reports to: Maintenance Manager

FLSA Status: Non-Exempt
Date: October 25, 2018

POSITION SUMMARY:

AAA Hardwoods is in search of a Maintenance Tech with a strong electrical background to join our multi-craft maintenance department. This position's main focus is to repair and maintain production equipment during production time.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Read and interpret blueprints, schematics and detailed repair drawings related to construction equipment and machinery
- Dismantle equipment when required for repair or transportation and reassemble it at the appropriate time
- Move equipment to appropriate site for repair or maintenance to avoid contamination or workplace safety hazards
- Create solid foundations for machines on-site and instruct other construction workers about safe and efficient interaction with machinery and equipment
- Align and calibrate machinery and equipment parts as required for efficient and safe operation
- Perform preventative maintenance through inspection of electrical systems, equipment and components.
- Maintain accurate and up-to-date maintenance records.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

- Associates degree or equivalent experience
- Master Electrician preferred
- Licenses where required

EXPERIENCE REQUIRED:

- Functional literacy.
- Ability to demonstrate an acceptable degree of skills in those areas identified above.
- Ability to relate well with Maintenance workers, staff and public.

Maintenance Tech

KNOWLEDGE AND SKILLS REQUIRED:

- General knowledge of multiple trades

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered quite active and performed mainly in a manufacturing environment with rare exposure to environmental factors.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

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

Employee printed name

Employee Signature

Date