

Department: Maintenance
Reports to: Maintenance Supervisor

FLSA Status: Non-Exempt
Date: August 21, 2025

POSITION SUMMARY:

The Maintenance Mechanic will repair and maintain production equipment during production time. Performs regular, preventative maintenance on all machinery, equipment, tools and buildings

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.

- 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
- Further education or equivalent experience
- Licenses where required
- Minimum 1 to 3 year of experience in machine repair in maintenance.
- Must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily.
- Ability to relate well with Maintenance workers, staff and public
- Demonstrates ability to follow specific instructions and directions
- Demonstrate ability to read blueprints, technical diagrams, and operating manuals, to use precision measuring instruments or tools and to use hand tools
- Good communication skills (written, verbal and listening)
- Ability to work under immediate supervision