
Job Description

Position Title: Lead Maintenance Mechanic
Reports To: Plant Manager

Date Issued:
Supersedes:

The following job description is not intended to be an exhaustive list of all duties and responsibilities.

Position Summary:

The purpose of the Mechanic role is to troubleshoot and repair various process failures and equipment breakdowns, utilizing various electrical measuring instruments, hand and power tools, and shop and welding equipment. Initiate and complete work orders for parts and/or machines. Repairs and maintains electrical, mechanical, pneumatic and hydraulic components of production equipment and machines. Fabrication repair of defective machine parts using blue prints, manuals, or sample parts to determine dimensions, set up requirements, etc., of finished work piece. Must possess and exhibit skills in such technical areas as new electrical and facility projects, machining processes, troubleshooting of complex mechanism problems, plant facility and environmental support. Individual must demonstrate working knowledge of Electricity, PLC's, AC & DC motors, motor controllers, variable frequency drives, electronic switching circuits, lighting and light circuits, motor control, circuits, fabrication, piping schematics, air conditioning, boilers, piping, heat exchanges, pumps, compressors, chillers, etc. Individual will be required to program PLC's and be able to troubleshoot electronic devices and boards to the component level. Perform other duties as assigned.

Safety:

- Treats safety and housekeeping as a non-negotiable
- Perform/ Ensure all required safety and housekeeping audits
- Identify safety issues and immediately implement countermeasures, involving the right resources
- Creates an environment and team attitude that delivers zero risk, zero near misses, zero treatment reports, zero recordables and zero LT cases
- Follow plant and department safety practices, emergency response procedures, and work procedures (i.e. hot work, lock-out, confined space, electrical safety, and spill notification procedures).
- Ensure all other safety goals of the team are met

Essential Duties:

- Perform assigned work orders for the fabrication/repair or upgrade of production equipment.
- Perform reactive machine maintenance as necessary.
- Visually inspects and listens to equipment as a means of locating causes of malfunction.
- Removes and replaces worn or defective parts using hand and/or power tools, following service manuals, diagrams, or blue prints.
- May repair broken parts utilizing various shop and/or welding equipment and hand and/or power tools.
- Replaces defective parts with new part or, repairs or reproduces part
- Maintains and provide proper lubrication for machine tools and equipment.
- Installs machinery or equipment according to layout plans, blue prints, and other drawings.
- Troubleshoot and repair any mechanical problems with equipment; including facility, buildings and grounds
- Troubleshoot, program and adjust any PLC related issues with equipment.
- Ability to perform equipment changeovers.
- Perform routine maintenance and troubleshooting of all plant equipment (air conditioning, boilers, piping, heat exchanges, pumps, compressors, chillers, etc.)
- Supports proper start-up and shutdown of production equipment

Physical Requirements:

- Ability to tolerate sustained standing/walking up to 10 hours a day.
- Ability to perform occasional to frequent lifting of up to 30 lbs.
- Ability to utilize good eye-hand coordination.
- Ability to perform occasional bending and squatting.
- Ability to push/pull material weighing up to 50 lbs.
- Ability to reach to floor level, overhead and forward to work on machines.

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Required Experience, Skills, and Education:

- Must be at least 18 years old.
- High school diploma or G.E.D.
- Ten (10) years' experience in industrial maintenance environment is desired.
- Demonstrated comprehensive understanding and capability of electrical, mechanical, hydraulic, pneumatic, and controls systems and operations.
- Troubleshooting/installation of complex electrical systems using various specialized tools, electrical test equipment, PLC interface, computers, blue prints and manuals.
- Fork truck certification
- Ability to read drawings and electrical schematics
- Ability to work occasional overtime shifts.
- Ability to communicate clearly and distinctly (oral and written) with peers and supervisors.
- Ability to perform effectively under stressful conditions, prioritizing job duties while working with team members.
- Ability to problem solve, making decisions quickly without direct supervision.
- Ability to complete all required safety and training courses.
- Ability to work with a number of specified deadlines and expectations related to the maintenance program.
- Shows correct sense of urgency to find and fix all abnormalities and other operating issues

Additional skills desired, not required:

- Must be able to independently develop test procedures, purchase and set-up test and calibration equipment and be able to train other mechanics in its operation and maintenance.
- Must be able to support and troubleshoot the plant programmable logic controllers
- Must be able to calibrate and troubleshoot
 - Mass flow meters
 - Modulation valves
 - DP transmitters
 - Level probes
 - Allen Bradley's
 - PLC5 Series PLC's
 - Micro Logix Series PLC's
 - Other systems as required or needed
- Must be able to troubleshoot and install communications systems and protocol
 - Modems
 - Ethernet/IP
 - DH/485
 - Remote I/O
 - Other systems as required or needed
- Must be able to design and layout elementary control arrangements.
- Must be able to read and understand complex relay logic schematics to the extent that small changes can be designed and installed without assistance.