

New Products Corporation Job Description

Position Title: Maintenance Technician Job Category: Full-Time Hourly
Department: Maintenance FLSA Status: Non-Exempt
Reports To: Maintenance Supervisor Revision Date: 8/28/15
Prepared By: _____ Replaces: _____

Summary

Performs maintenance, rebuild and repair work on all equipment in the facility to support production needs.

Job Duties:

This job includes but is not limited to the following:

- Be able to arc and MIG weld as required.
- Capable of assisting or repairing PLC hardware for Die Cast and other plant equipment.
- Must be able to read electrical schematics and ladder logic.
- Troubleshoot electrical control circuits and repair and maintain all electrical systems in the facility.
- Troubleshoot, repair and maintain all hydraulic and pneumatic systems.
- Repair gas fired and electrical furnaces.
- Repair transformers, buss bars, water tower and pumps, compressors
- Repair of water cooling system and plant air system.
- Repair/Rebuild all parts of Die Cast Machines, gear reduction units, and forklifts.
- Take direction and work with various departments to coordinate work activities and resolve problems.
- Participate in the purchase of new materials and supplies, such as tools, equipment, and replacement parts for work activities.
- Coordinate and oversee outside service people, contractors and technicians.
- Assist in developing and carrying out all preventative maintenance programs.
- Maintain records pertaining to facility maintenance, equipment and tools.
- Ensure MIOSHA requirements are met during any maintenance activity.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
- Complete Lock/Out Tag/Out training.
- Complete Forklift training and operate forklift in safe manner.
- Must be able to perform moderately heavy lifting.

- Capable and willing to work overtime.
- Wear required personal protective equipment.
- Participate in training programs deemed necessary by the company.
- Perform other associated duties, functions or work as may be needed or assigned to continue the productive operation of the company.
- Must follow all safety rules and policies as set forth by OSHA guidelines and NPC policies and procedures.
- Keep work area clean and orderly.
- Must be willing to keep up with changing technology.
- Testing may be required.
- Reports to supervision as dictated by organizational chart. Has the authority and responsibility for controlling quality as delegated by management.

Knowledge, Skills & Abilities:

Must be able to read and understand written directives. The predominate form of instructions are written, visual and verbal. Must have a complete understanding of hydraulics and pneumatics, PLC's electrical and electronic system theory, with the ability to learn on-the-job. Ability to read and interpret blueprints and schematics. Forklift certification required. Must have some means of communication for callouts.

Work & Education Requirements:

- High School Diploma or GED is required.
- Vocational / technical training is desired.
- Technical school training in Machining or Tooling Technology
- Successful Completion of an Apprentice Program
- Requires 3 years of applicable plant maintenance experience