



Maintenance Mechanic

Department:	Maintenance
Reports To:	Engineering Senior Manager
Pay Grade:	
Supervises:	N/A
FLSA Classification:	Non-Exempt
Approved By:	Wes Munoz
Revision Date:	6/9//2020

JOB PURPOSE or JOB SUMMARY:

Maintain all production equipment.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Performs preventative maintenance plant equipment as required by the PM schedule, including lubrication and cleaning.
- Responds to machinery breakdowns in a manner to minimize downtime and performs minor repairs on plant equipment. Repairs or replaces defective parts using hand and power tools, as required.
- Performs routine and preventative maintenance on HVAC systems and other building equipment as required by the PM schedule.
- Assists the other mechanics, as required, with major repairs.
- Works with outside contractors, as required, to accomplish maintenance and project needs, especially regarding building equipment and plant utilities.
- Establishes and updates needs and methods for preventive maintenance on all equipment.
- Maintains adequate inventories of required spare parts, requesting replacement parts as needed.
- Operates snow removal and salt-spreading equipment and participates in other activities for safety of building access and grounds.
- Maintains compliance with all GMP, 5S and Safety polices
- Participates in TQM Improvement Activities
- Completes and documents all Work Orders in a timely manner
- Uses Maintenance Software to enter new work orders and to record completed work orders
- Works in a safe, courteous, and effective manner always.
- Add in the changeover of some production equipment
- May be needed to assist the training of operators on minor maintenance activity / Some metal fabrication will be a benefit
- Other duties as assigned

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS:

- Shift hours: Monday-Friday 8:00am-4:30pm
- Ability to move around the plant and to stand for up to 8 hours per day
- Ability to bend, kneel, crouch, climb stairs and ladders to reach machinery and building systems
- Sufficient dexterity to use hand tools and power tools.
- Ability to work outdoors periodically.
- Communication skills to diagnose problems and maintain working relationships with machine operators
- Demonstrated professionalism to be a good example to plant associates

PREFERRED QUALIFICATIONS:

Education: High School Diploma or GED

Experience and/or Training:

- Mechanical skills to diagnose problems, install, maintain, repair and overhaul equipment to meet plant needs
- Skilled in multiple crafts with sufficient skills in carpentry, plumbing, electrical and HVAC to routine building maintenance
- Experience with computers and data entry to operate preventive maintenance software

PHYSICAL AND MENTAL DEMANDS:

The physical demands described herein are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **frequently** required to reach with hands and arms. The employee is **constantly** required to, stand/or sit, squat, turn/twist, reach, use hands to: finger, handle fee or operate objects, tools or controls. The employee is **occasionally** required to hear, walk, climb, balance, stoop, bend, kneel, crouch, crawl, talk, and smell.

The employee must **frequently** lift, carry, push or pull up to **20 pounds** and **occasionally** lift, carry, push or pull up to **50 pounds**.

Specific vision abilities **required** by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.



WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **may** be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures and work space restrictions.

The noise level in the work environment is **occasionally** loud.

Employees will be **required** to wear the proper Personal Protective Equipment (PPE) which **may** include: eye, hearing and respiratory protection, protective smock, steel toe shoes, gloves, hard hats, face shield, or laser goggles. Contact lenses **may not** be allowed in some areas.

The duties listed in the job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the duties, responsibilities and requirements for this position.*

Employee Acknowledgement

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. GC America Inc. retains the discretion to add duties or change the duties of this position at any time.

HR Approval – HR JD #	
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