



Job Description & Training Checklist

Maintenance Worker

Maintenance Department

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Requirements:

This position requires installation, repairing, adjusting and or maintaining of industrial production or processing equipment and machinery to include mechanical, air, hydraulic and electrical systems.

Education (preferred):

High school diploma or equivalent or 2 years verifiable work experience in the disciplines required.

Experience (preferred):

Minimum of 2 years verifiable work and /or training in the required maintenance functions.

Contacts:

Internal and External

Conditions:

1. Shop Floor / Outdoor Environment / Aerial
2. Hazardous Equipment/Machinery
3. Office

Position/Overview:

- Performing preventive maintenance on buildings, fixtures, & equipment.
- Installation, repair & upkeep of machinery and equipment.
- Ordering and requesting parts.
- Maintaining records of all repair and maintenance performed.
- Cleans and lubricates shafts, bearings, gears and other parts of machinery.
- Sets up and operates machines, including welding systems, to repair or fabricate machine parts, jigs, fixtures and tools.
- Inspects and/or tests damaged machine parts; corrects malfunctions.
- Assembles and disassembles machinery and equipment.
- Adjusts, connects and disconnects wiring, piping and tubing.
- Communicates with machine operators to ascertain whether mechanical or human error contributed to equipment breakdown.
- Tends and observes machinery and equipment to verify efficient and safe operation.

<p style="text-align: center;"><u>Equipment / Systems:</u></p> <ol style="list-style-type: none"> 1. Hand Tools & Power Tools 2. Production Machinery & Equipment including: <ul style="list-style-type: none"> • Pumps • Compressors • Valves • Cranes / Forklifts / Man-lifts • Jacks • Hoists • Welding equipment • Mills • Computerized Equipment • Ladders 3. Testing & Measuring Devices: <ul style="list-style-type: none"> • Ohmmeter • Voltmeter • Oscilloscope • Ammeter 4. Microsoft programs: Outlook, Word and Excel 5. LMF Computer System (AS 400) 	<p style="text-align: center;"><u>Accountabilities:</u></p> <ol style="list-style-type: none"> 1. Adheres to all safety and environmental rules and regulations. 2. Read and interpret blue prints, wiring diagrams and engineering instructions. 3. Operate machine/equipment. 4. Perform electronic and electrical system tests. 5. Plans layout, installation, repairs or maintenance on mechanical & electrical, pneumatic hydraulic equipment and machinery. 6. Completes and maintains appropriate paperwork and reports. 7. Cleans corrosives and other deposits from serviceable parts. 8. Perform various duties involving pipe fitting, boiler making, insulating, welding, machining, carpentry. 9. Other miscellaneous duties, as required.
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Reviewed / Approved By:	Title:	Date:
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