



# JOB DESCRIPTION / COMPETENCE REQUIREMENTS

F – 038 – W rev. 1

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**Function Name:** Maintenance Technician

**Function Reports to:**  
Technical Supervisor

**FLSA:** Hourly  
Non-Exempt

**Employee:**

**Main Responsibilities:**

- Conduct preventative maintenance on all machines and equipment.
- Maintains and performs lock out / tag out
- Material handling equipment, such as lift trucks and racking
- Maintains and repairs plant facilities and utilities, including electrical distribution, compressed air systems, etc.
- Repairs and maintains plant equipment. Troubleshooting and repairs of electrical, mechanical, pneumatic, and hydraulic systems. Performs regularly scheduled maintenance.
- Conducts monthly inspection of eye wash center, fire extinguisher, and housekeeping audits.
- Assists process technicians with machine troubleshooting and set up as necessary.
- Rearranges and installs equipment within the plant.
- Loads and unloads equipment from trucks.
- Troubleshoot and finds permanent solutions to reoccurring equipment issues.
- Assists engineering department with equipment or process modifications.
- Performs other duties as assigned.

**CROSS TRAINING:** BECOME KNOWLEDGEABLE WITH THE RESPONSIBILITIES OF THE OTHER POSITIONS; ASSIST AS REQUIRED. ACT AS BACKUP AT TIMES OF ABSENCE OR VACATION.

**SAFETY, SANITATION AND HOUSEKEEPING (5S+1):** Keep work area clean, neat and orderly. Recognize our customer and ALBAform's commitment to pride and Quality. Assist in maintaining the security of the warehouse and conduct all activities in a manner that promotes a safe environment. Report all injuries and accidents immediately.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MISCELLANEOUS/OTHER:** This job description is meant to be a guide. It is not intended to limit in any way the duties, which a teammate may be required to perform. This job description may be changed at the discretion of the Company.

**Education:**

Industrial Maintenance Technical Training or equivalent technical experience, advanced knowledge of electrical/electronic, hydraulics, pneumatics.

**Experience:**

Preferred minimum 4 year experience working with maintenance of production equipment.  
Fluent with mechanical processes, tools and parts and familiar with electrical, hydraulic, and compressed air.

**Essential Performance Standards and Skills:**

Must have a strategic mind to decide the best possible solution for maintenance/repair issue and planning  
Must think quickly and have good problem-solving skills.  
Must be able to be have a positive influence with peers by effectively communicating and collaborating regarding spare parts, maintenance and related procedures.  
Communication within the organization and with external vendors etc. must be excellent.  
Effective time management skills are essential. Must be proactive and balance all responsibilities.  
Computer literate, MS Office required.

**Analysis**

**SUMMARY OF ESSENTIAL PERFORMANCE STANDARDS /JOB REQUIREMENTS:**

Hearing: requires ability to hear machine noises and variations for trouble shooting.  
Vision: requires ability to see fine details  
Speech: requires ability to verbally communicate with people on site, by telephone  
Smell: requires ability to smell for trouble shooting (ex: friction burning of belts, bearings etc).  
Taste: no requirements  
Lifting/pushing/pulling: requires ability to move up to 60 lbs  
Dexterity: requires ability to firmly grasp, pinch, hold parts.  
Other Physical Requirements: ability to bend, squat, kneel, climb ladder, balance, stand for prolonged periods & sit.  
Ability to read and write English, understand technical manuals and drawings, use basic math (+/-\*).

Our Company is committed to furthering the purposes of the Americans with Disabilities Act. We are always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The requirements are a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

I have reviewed and determined that I am able to perform the essential functions of the position of Maintenance Technician as explained above with or without reasonable accommodation(s).

The following reasonable accommodations are required for me to perform this position (please mark N/A if not applicable): \_\_\_\_\_

\_\_\_\_\_

<b>Mgr:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Employee:</b>	<b>Signature:</b>	<b>Date:</b>

Created by: A. French/HR:

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