



JOB DESCRIPTION

Job Title: Maintenance Mechanic

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Maintenance Supervisor

SUMMARY

Performs proper maintenance procedures to promote the efficient and safe operation of production equipment and work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Maintain maintenance of equipment to ensure continuing process capability and repair of the physical plant and machines used in production.
- Maintenance of equipment shall be carried out by the Maintenance and operating departments, and in accordance with manufacturer's operating and maintenance procedures manuals, and Department SOP's.
- Performs duties in compliance with reference standards/codes, quality plans and/or documented procedures pertinent to government regulatory rules and safety measures.
- Installs, tears down, repairs and rebuilds machines, controls, plumbing and electrical fixtures, and heating, ventilation, and air conditioning equipment.
- Performs welding, plumbing, painting, carpentry, and electrical work or facilitates such with qualified vendors.
- May design and build machine guards, shields, and related attachments according to correct specifications.
- Performs preventative maintenance as specified in corporation and communication with Department Managers and Production Scheduler.
- Assist in assuring plant safety, training, and environmental compliance according to government and local regulations. Maintains membership on the GLS Safety Committee.
- Provides a cooperative and supportive role for the Manager of Purchasing & Manufacturing Support in the selection and review of vendors and suppliers.
- Studies problem areas or issues of production, manufacturing, and facility equipment and makes reports, changes, or recommendations to Manager of Purchasing & Manufacturing Support for resolve.
- Provides assistance with Building Services functions such as but not limited to; painting, carpet and tile, windows, snow and mow, elevator service, roof maintenance records, lot sweeping and upkeep, pertinent annual inspections required by BPF, hazardous waste preparation for shipment, sump basin monitoring, and maintaining equipment and facility within OSHA guidelines.
- Reviews progress and assure timely completion of specific goals and objectives assigned to self and subordinates.
- Maintains Maintenance Department work area at best practice on housekeeping.
- Informs co-workers of precautions and equipment. Trains others in the use of protective equipment when required.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Mechanical skills.
- Maintenance background helpful.

PHYSICAL REQUIREMENTS

- Frequent lifting 20lbs, walking and standing.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, working on a computer, climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)