



Title: Maintenance --- Department: Herington Plant --- Reports to: Maintenance Supervisor

Description Summary

The Maintenance department is accountable for preventative, corrective and routine maintenance. They are responsible for keeping the facility operating and repairing any problems when they are discovered before they have a chance to worsen. If they cannot fix the issues, then they are responsible for reporting said issues to the Maintenance Supervisor or Plant Management Team immediately. They will perform routine equipment maintenance and clean and assist with upkeep of facilities.

Job Summary

- Must be detailed oriented and have the ability to solve problems quickly and effectively.
- Performs general repairs that do not require a specialized technician.
- Must adhere to all health and safety practices and procedures.
- Must work to be an excellent teammate exhibiting a willingness to help/train co-workers as needed.
- Must work with pace and efficiency without sacrificing quality.
- Carries out any additional duties as assigned by the plant management team.

Minimum requirement

- Must have physical strength, hand-eye coordination, and endurance. Must be able to lift up to 70 lbs.
- Must be willing and able to utilize (or learn to utilize) computer based and mechanical equipment in the workplace.
- Must work well within a team environment. Must be reliable and self-motivated.
- Must be able to communicate effectively. The ability to speak both English and Spanish can help a technician advance in their profession.
- Must be 18 years of age or older.
- Must be on time and ready to work each workday unless prior management arrangements have been made.

Education

- High School Diploma or GED preferred but not required. Technicians who have specialized skills may advance to new opportunities more quickly.
- A history including general shop, welding, mechanical drawing, blueprint reading, physics/mathematics, via your education or on-the-job training will prove helpful, but is not required.

Classification and Advancement

- Level 1: Self-motivated, learning to focus on up-time and all production facilities. Demonstrates basic understanding of maintenance on all electrical, hydraulic, and other systems.
- Level 2: Builds on the basics, beginning to start and complete projects without help. Knows when help is required and adds teammates or suppliers as needed.
- Level 3: Masters specific machinery. Beginning as a trusted go-to person for maintenance challenges. Develops the ability to solve problems, reports and follows up on needed parts, engage suppliers and vendors for support, and be a team player with a company first focus.
- Department Lead: Demonstrates all abilities of the levels above, while adding leadership skills. Skill development should be consistent with a candidate with advancement into company supervisory or leadership roles.

Employee Signature

Date

Management Signature

Date

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.