



HAMMER PACKAGING

Leading with the Right People

Position Description for **Maintenance Technician**

Reports To: Engineering Manager

Job Grade: 5

FLSA: 2

EEO: 6

Last Update: 9/8/2010
Previous Version: 7/30/1997

Qualifications:

Education/Certifications:

High School or GED

Knowledge/Experience:

5-8 Years of related experience

Skills:

Problem solving, communication (verbal/written), basic math to include % circumference and volume. Ability to read diagrams, operate small hand/power tools, measuring devices.

Basic Accountability:

ESSENTIAL RESPONSIBILITIES

1. Knowledge of, understanding of and compliance to all QOD's (SOP's) that are associated with your job description.
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.
3. Install, repair, rebuild and maintain machinery and mechanical equipment used in production and related services, maximizing production time and minimizing down time.
4. Diagnose machine malfunctions and operating difficulties.
5. Make repairs or adjustments to keep equipment in production.
6. **ADDITIONAL RESPONSIBILITIES**
7. Rebuild machines and overhaul troublesome components and attachments to involve dismantling, inspection, machining, or replacement of purchased parts.
8. Perform various activities relative to the installation and relocation of existing machines and equipment to involve dismantling, erection, leveling, fitting, and aligning operations.
9. Perform maintenance on the buildings, facilities and grounds.
10. Assist to determine the nature and scope of forthcoming projects and the requirements for completion. Complete assigned projects as directed.
11. Perform all assigned preventive maintenance on production equipment and machinery, and the building and grounds.
12. Maintain technical competency and remain current in technology and changes in the industry.
13. Complete and maintain all required paperwork, records, documents, etc.
14. Follow and comply with all safety and work rules and regulations.

Maintenance Technician

Base Training Period (Hours): 519

Working Conditions:

Manufacturing Environment

Physical Job Requirements

0: Never, 1: Occasionally, 2: Frequently, 3: Constantly

Office/ Administration/ Management

Use of Telephone:	<input type="checkbox"/>
Standing:	<input type="checkbox"/>
Sitting:	<input type="checkbox"/>
Walking:	<input type="checkbox"/>
Lifting up to 10 lbs:	<input type="checkbox"/>
Lifting more than 10 lbs:	<input type="checkbox"/>
Keyboarding or Typing:	<input type="checkbox"/>
Viewing Computer Screen:	<input type="checkbox"/>
Public Speaking:	<input type="checkbox"/>
Climbing Stairs:	<input type="checkbox"/>
Meeting Participation:	<input type="checkbox"/>

Production/ Manufacturing

Standing:	<input type="checkbox"/>	3
Sitting:	<input type="checkbox"/>	1
Kneeling:	<input type="checkbox"/>	2
Bending Over Sideways:	<input type="checkbox"/>	1
Climbing Stairs:	<input type="checkbox"/>	1
Walking:	<input type="checkbox"/>	3
Lifting up to 10 lbs:	<input type="checkbox"/>	3
Lifting more than 10 lbs:	<input type="checkbox"/>	3
Lifting more than 50lbs:	<input type="checkbox"/>	2
Lifting more than 100 lbs:	<input type="checkbox"/>	1
Exposure to High Speed Moving Parts:	<input type="checkbox"/>	3
Exposure to Chemicals:	<input type="checkbox"/>	3
Exposure to Chemical Fumes:	<input type="checkbox"/>	3
Exposure to Loud Noises:	<input type="checkbox"/>	3
Exposure to or Use of Sharp Objects:	<input type="checkbox"/>	3
Hand Truck Operation (Electric or Manual):	<input type="checkbox"/>	2
Focusing Using a Magnifying Glass:	<input type="checkbox"/>	1
Meeting Participation:	<input type="checkbox"/>	1