



Tooling and Machine Maintenance Technician

Department	Production
Reports to	Maintenance Coordinator
Supervises	N/A
Classification	Non-Exempt

In the performance of their respective tasks and duties, all employees are expected to meet the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Maintain a safe work environment and follow all safety requirements
- Deliver great customer service to both internal and external customers
- Champion a lean culture through continuous improvement and elimination of waste
- Demonstrate the Core Values: Expertise, Service, and Passion

Job purpose

The Tooling and Machine Maintenance Technician assists in the design, fabrication, installation, troubleshooting and repair of plant equipment and tooling. Performs highly diversified duties to keep plant production equipment/tooling in optimal working condition.

Essential Duties and responsibilities

- Assists in the design and fabrication of production equipment, including storage racks, carts, fixtures, tooling and other auxiliary items.
- Utilizes knowledge of mechanical, electrical, pneumatic, and hydraulic systems to perform emergency/unscheduled repairs.
- Performs regular preventive maintenance on machines, equipment and plant facilities.
- Reads and interprets equipment manuals and work orders to perform required tasks.
- Uses a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Maintains accurate records of repair work and accounts for time spent performing it.
- Complies with all safety regulations and maintains clean and orderly work areas.

To perform this job successfully, an individual must be able to accomplish each essential job function satisfactorily. The requirements listed below 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.

Qualifications

Education, Licenses/Certifications and Work Experience

- High school diploma or GED, minimum 5 years previous experience in industrial maintenance and repair and/or training; or equivalent combination of education and experience.
- MIG welding certification and/or ability to pass a weld test
- Ability to maintain a fork truck operator's license

Job Skills, Knowledge, and Abilities

- Knowledge and understanding of industrial three-phase electrical, mechanical, pneumatic and hydraulic systems.
- Able to read and interpret machine schematics, blueprints, ladder logic and other support documents.
- Knowledge of metal-cutting bandsaws, CNC tube benders, lasers, horizontal and vertical machining centers, robotic welders and other fabrication equipment
- Proficient with Microsoft Office suite
- Programmable logic controller (PLC) troubleshooting skills
- Lockout/Tagout (LOTO) policies and procedures
- Problem Solving Skills: Breaks down problems into smaller components and understands underlying issues. Can simplify and process complex issues and understands the difference between critical details and unimportant facts.
- Quantitative Skills: Ability to add, subtract, multiply, and divide. Able to use and read measuring devices such as tape measures, scales, calipers and electrical multi-meters.
- Other Critical Competencies:
 - Work Environment/Safety: Promotes mutual respect, keeps workplace clean and safe, and supports safety programs.
 - Dependability: Meets commitments while working independently. Accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.
 - Productivity: Manages a fair workload, volunteers for additional work, and prioritizes tasks. Develops good work procedures, manages time well, and handles information flow.
 - Quality: Attentive to detail and accuracy and committed to excellence. Continuously looks for improvements, monitors quality levels, finds root cause of problems, and owns/acts on quality problems.

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with abilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move objects up to 50 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

Created by	<i>G. Griffin</i>
Date Created:	<i>10/15/2018</i>
Last revised:	