

1. SUMMARY

The Electro-Mechanical Maintenance Technician performs maintenance functions necessary to maintain operating and service equipment using standard and specialized tools and mobile equipment, such as pendant, overhead cranes, and forklifts as required. The Electro-Mechanical Maintenance Technician is responsible for installing, maintaining, troubleshooting, repairing and operating a broad range of mechanical systems and equipment in a heavy industrial environment to maintain continuous operations. This position is located in our Shelby, North Carolina manufacturing plant and reports to the National Head of Maintenance.

2. PRIMARY RESPONSIBILITIES

- Install, maintain, troubleshoot and repair a broad range of mechanical systems and equipment including hydraulic, pneumatic, lubrication, power transmission systems, conveyers, cranes and mobile equipment
- Respond to machinery and equipment emergencies
- Visually inspect and perform tests, diagnosis and maintenance work on machinery and equipment
- Troubleshoot equipment malfunctions and replace electrical and/or mechanical components as necessary to ensure maximum uptime and customer satisfaction
- Work in plant facilities on production machines, processing equipment, test equipment, electrical components, mechanical parts, copper, aluminum, steel, stainless steel, motors, vacuum pumps, transformers, conduit, tubing, fittings and other items found in a manufacturing environment
- Conduct functional tests of electrical systems
- Read and interpret electrical and mechanical schematics
- Maintain operating condition of building and grounds
- Perform mechanical PMs during operation or during periods of scheduled downtime
- Accurate completion of Preventative Maintenance records
- Direct equipment operations when performing preventative maintenance, troubleshooting, repair and/or set up of equipment as necessary to complete assignments
- Report all problems that prevent completion of assigned tasks to your supervisor
- Work within a team structure with minimal supervision
- Modify equipment as assigned to support a continuous improvement culture
- Provide assistance in operating functions as necessary
- Provide guidance and maintenance instructions as needed
- Communicate routinely with production staff and management to maintain knowledge of the latest production schedule
- Communicate potential machinery and equipment problems to Production and Maintenance management to allow scheduling of repairs
- Continuously look for and recommend equipment and system improvements
- Work in various areas of the plant is required. Dependent upon the area, environmental conditions can be hot, cold, dirty, greasy, wet and noisy.
- Adherence to all safety and work procedures and guidelines at all times, including wearing protective gear and keeping the workplace organized, free of clutter, clean and free of contaminants
- Other tasks as assigned by your supervisor

3. KNOWLEDGE AND SKILL REQUIREMENTS

- Associates Degree or 2 year technical degree from an accredited institution in Industrial Maintenance Technology, Electrical Maintenance, or some other related and equivalent field AND 3-5 years of experience in an industrial or manufacturing environment.
- OR the following education and experience requirements may substitute for above: High School Diploma/GED AND 10 years of mechanical and/or electrical maintenance experience in an industrial or manufacturing environment
- Degree in an engineering discipline or industrial maintenance/electrician preferred
- Experience working with a wide range of industrial equipment and with hydraulics, pneumatics, lubrication, welding, pipe-fitting, power transmission systems, and structural repair required
- Experience doing preventative maintenance, troubleshooting, repair and/or set up of equipment required
- Experience with rotating equipment such as CNC machines, winding machines and/or extrusion processes highly preferred
- Diesel mechanic experience a plus.
- HVAC experience and/or certification a plus
- Excellent computer (Word, Excel, Outlook, etc.) and internet research skills are required
- Ability to follow and issue verbal and written instructions
- Strong and effective communication skills, both verbal and written
- Ability to work well under pressure and juggle multiple and changing deadlines in a fast paced environment
- Proven measurement and mathematical fraction/decimal conversion skills.
- Great attention to detail
- Strong organizational and time management skills
- Ability to build strong internal relationships with other departments
- Ability and willingness to take initiative
- Reliability and willingness to work 40+ hours a week to meet deadlines
- Flexibility to change shifts as required to provide proper support
- Ability to interpret schematic drawings, hardware logic diagrams, PLC Control programs and motor control programs
- Willingness to learn and work to the best of his/her abilities
- Ability to read calipers, tape measures and angle gauges
- Punctuality, consistent assistance and self-direction for the success of the operations
- Ability and willingness to travel as needed
- Must pass assessment test(s)
- Excellent vision and hearing abilities
- Ability to climb and tolerate heights for crane and large machine repair
- Ability to lift 60 lbs. or more

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.



Job Description (Electro-Mechanical Maintenance Technician)

HM-113

10/13/14

