

G.R. Manufacturing, Inc.

Job Description

Position Title –

Maintenance Technician

Department –

Manufacturing

Reports To –

Maintenance Supervisor

Overall Responsibility –

Apply specific maintenance and repair procedures to install, maintain and repair production machinery and equipment as well as maintaining the buildings and grounds

Key Tasks and Responsibilities –

Routine maintenance of production equipment

Emergency repairs to production equipment

General building repairs

Determine the appropriate tools and procedures needed to complete a given task

Maintain complete, timely documentation on work orders

Work independently from verbal or written instructions

Assist other personnel as needed

Notify Safety Coordinator, Department Manager, or Supervisor of any safety related issue that is apparent during the course of performing work on production equipment or the facility

Follow the policies set forth in the G.R. Manufacturing, Inc. Employee Handbook

Skills and Attributes –

Ability to lift up to 50 lbs.

Knowledge of basic small tool and production machine operating systems, i.e.

electrical/electronic; hydro-pneumatic; mechanical

Demonstrated ability to read wiring schematics and diagrams

Demonstrated ability to diagnose and resolve problems with production machinery and facilities systems

Skilled in basic building repairs such as electrical, carpentry, plumbing, masonry, painting, HVAC

Experience Requirements –

High School Diploma or GED

1 year of industrial/manufacturing maintenance experience