HELIENE

Job Description

Job Title:	Manufacturing Maintenance Technician
Position Status:	Full Time
Department:	Maintenance
Supervision Received:	Maintenance Manager
Supervision Exercised:	Not applicable
Location:	Mountain Iron, Minnesota

PRIMARY FUNCTIONS

A.	**Large Production Machinery Maintenance**	75%
B.	**Administrative**	15%
B.	**Other Duties as Assigned**	10%
TOTAL		**100%**

RESPONSIBILITIES

The Manufacturing Maintenance Technicians will provide maintenance and performance support for large production machinery. Tasks will include basic preventative maintenance, breakdown maintenance, and reporting. You will need to determine the severity of damaged machine parts to determine whether major repairs are necessary while maintaining a safe work environment. Under the direction of the Manufacturing Engineering Manager, this position will oversee all physical aspects of production equipment and include various tasks required from other departments to achieve higher quality, productivity, and better safety.

A. Large Production Machinery Maintenance (70%)

- Implement the preventive maintenance program for production machinery and equipment as directed by the Manager
- Diagnose, repair, or replace faulty electronic components, such as printed circuit boards.
- Diagnose malfunctioning apparatus such as motors and lighting fixtures and replace damaged or broken wires and cables.
- Connect power supply wires to machines and equipment and connect cables and wires between machines and equipment.
- Test malfunctioning machinery and discuss malfunction with other maintenance technicians to diagnose malfunction.
- Replace faulty electrical components of machines such as relays, switches, and motors, and position sensing devices.
- Diagnose and replace faulty mechanical and pneumatic components of machines and equipment.
- Identify and analyze equipment or machinery failures and takes corrective actions

- Ensure the facilities' equipment and machines are maintained properly and working correctly
- Identify the causes of unexpected breakdowns of machines including repairing and troubleshooting pneumatic and electronically controlled systems
- Become proficient within all areas of the production line
- Thoroughly cleans machines and machine parts, removing parts and reinstalling as necessary
- Make necessary modifications and implement test runs
- Complete repair work using machine schematics or equipment manuals as needed
- Test electrical systems to ensure proper installation and operation

B. Administrative (15%)

- Evaluates jobs in process and on completion to ensure production needs meet safety and work quality expectations
- Provides technical training to management and other team members, as directed by Maintenance Manager
- Prepares reports documenting work performed
- Participate in maintenance meetings
- Records and reports damaged, worn, or broken parts
- Supports the development of internal SOP's, as well manuals/guides for other departments on equipment

C. Other Duties as Assigned (10%)

- Perform other duties as assigned by Maintenance Manager or delegate

Minimum Qualifications:

Degree from a vocational or community college with related coursework on electrical, mechanical, or equivalent education with preferred three (3) years experience or an equivalent combination of education, training, and experience.

- Thorough understanding of OSHA and EPA regulations as they pertain to plant operation and maintenance
- Ability to understand and operate the systems and equipment used at the facility
- Ability to perform and analyze various system checks
- Experience with robotic teach pendants, and programmable controllers to program automated machinery to operate automated machinery, to test for malfunctions, and to verify repairs.
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- Excellent organizational skills
- Ability to prioritize tasks
- Excellent verbal and written communication skills
- Ability to follow instructions from supervisors or senior maintenance workers
- Ability to use hand tools and power tools

- Excellent time management skills
- Ability to read blueprints and schematics
- Extensive knowledge of electrical systems and wiring
- Proficient in the use of test meters and other diagnostic equipment
- Mechanically inclined with great analytical and problem-solving skills
- Ability to work in a fast-paced and stressful environment
- Must have valid driver's licence and reliable transportation
- Must complete record check and drug screening prior to employment
- Able to bend, stretch, push, pull, and move as needed to reach, clean, and service machinery
- Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance

Physical Requirements:

- Must be able to see color to discern color-coded wiring
- Prolonged periods standing, kneeling, bending, and climbing ladders or scaffolding
- Must be able to lift up to 50 pounds at a time
- Must be able to access and navigate all areas of the production facility