

## **Maintenance Technician-**

### **Job Overview:**

This position will be responsible for performing necessary equipment and facility maintenance activities daily by completing all preventative maintenance action items and supporting the Maintenance Engineer in complex equipment adjustments/repairs as assigned by the Maintenance Manager. Fulfilling these responsibilities ensures the sustainment of efficient production of quality product to meet customer needs and production goals while also helping achieve company goals and positively impacting the company mission.

### **Essential Functions:**

#### **1. Maintenance Coordination**

1. Supports preventive maintenance action items, repair requests, and special projects using production schedule and knowledge of plant operation needs
  2. Assists in keeping maintenance inventory and generates suggestions for purchase orders of necessary supplies and/or tools
  3. Utilizes maintenance software and computer to report/record material and labor usage and documenting history notes, work orders, equipment, and parts information
  4. Maintains knowledge of all safety requirements
  5. Responsible for all aspects of industrial housekeeping
  6. Reviews and documents procedures for continuous improvement ideas and develops knowledge of plant and equipment maintenance by reviewing facility and equipment drawings and manuals as well as through vendor contacts, training, and publications
  7. Provides support and helpful feedback to operators regarding maintenance related issues to positively impact equipment and improve operating conditions
  8. Introduces new ways to reduce expenses, improve procedures, and maintain a neat and secure storage area for tools and/or equipment
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1. Evaluates and adjusts preventive maintenance procedures resulting in improved productivity

#### **2. Maintenance Repair**

1. Troubleshoots electrical, mechanical, plumbing, pneumatic and hydraulic problems daily
2. Follows appropriate maintenance, repair or replacement steps and schedules
3. Repairs items as necessary using a wide variety of tools and diagnostic testing equipment to troubleshoot, repair and/or adjust equipment

### 3. Preventative Maintenance

1. Completes scheduled services and inspections on Tucson facilities and equipment per company and manufacturer specifications
2. Documents and evaluates the preventive maintenance schedule

### 4. Miscellaneous Duties

1. Participates on teams by providing information, ideas and suggestions to solve problems, improve products or services, identify concerns, etc.
  2. Participates on cross-functional teams or problem-solving teams as assigned
  3. Maintains knowledge and improves knowledge and skills by investigating, reading, attending training, etc.
  4. Refers unresolved problems or concerns to the Maintenance Manager in a timely manner
  5. Understands and follows all safety rules and standard operating procedures.
  6. Maintains good internal customer relations through helpful and courteous interactions
  7. Performs necessary housekeeping and maintenance duties while maintaining a neat, clean, and safe work environment
  8. Contributes to the production of quality product by performing all work according to directions and as efficiently as possible and making suggestions
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1. Provides input into the continuous improvement of products and processes to provide the highest quality product and best service to external customers
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10. Volunteers for special assignments, provides suggestions and information, learns new job duties, completes related training, and assists in the training of others as appropriate

### Knowledge, Skills and Abilities:

- Knowledge of the basic principles of electricity, pneumatics, mechanics, hydraulics, HVAC, and electronics as these are applied in a complex production setting
- Possesses the skills and abilities to effectively use a wide variety of tools and instruments to diagnose and correct machinery, equipment, and facility problems.
- Knowledge, skills and/or ability to learn how to use machining, welding and metal fabrication tools
- Good communication and ability to address/explain complex mechanical content is required to share critical information with others about safety, procedures, and technical issues
- Ability to learn and utilize a computer-aided maintenance recordkeeping program
- Good mathematical ability, analytical skills, and decision-making abilities are required to perform maintenance work
- Ability to follow verbal and written instructions and work independently to complete said instructions
- Ability to lift and manipulate light loads frequently and medium to heavy loads on occasion

- Good visual acuity and hearing ability to properly diagnose mechanical problems
- Versatility and flexibility to perform a wide variety of duties and special assignments with a willingness to be an active team participant
- Working knowledge of applicable OSHA, IOSHA and city codes and regulations
- Good organizational skills

### **General Requirements:**

- Post high school industrial or mechanical training is strongly preferred
- Successful facility and equipment maintenance experience is strongly preferred Previous experience coordinating a maintenance function is preferred
- Ability to safely reach, handle, finger, lift/manipulate tools and/or other items for long periods of time
- Ability to move about the production area freely, stand, bend, kneel, stoop, twist, and/or squat on a frequent basis
- Ability to lift and exert forces up-to 25 lbs. on a frequent basis and 50 lbs. or more occasionally, as needed
- Ability to utilize a variety of standard office equipment such as, multi-line phone system, copy/fax/scanner, computer, etc.
- Ability to work safely and be a reliable Tuson employee contributing to our mission

### **Goals:**

- To promote a team focused, humanistic, positive work environment which creates opportunity for continuous improvement and personal growth
- To supply all customers, both internal and external, with a value-added product that is superior to all competition
- To maximize capacity by improved use of human and technological resources for adequate return on assets and profits
- To lead the industry in manufacturing of critically machined, close tolerance components, and subassemblies
- To utilize all resources associated with manufacturing in an environmentally responsible way

***Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required.***