

Perfection Spring & Stamping Corp.
Job Description

Job Title: Maintenance Mechanic

Department: Maintenance

JOB RELATIONSHIPS:

Reports To: Maintenance Supervisor

Supervises: No One

BASIC FUNCTION: Perform diverse duties to maintain, repair and install a variety of production machines, facility equipment and electrical panels, circuits and PLCs. Work from work orders, prints, schematics, wiring diagrams, manuals, preventive maintenance records and instructions in the performance of designated duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1.* Troubleshoot, diagnose and repair a variety of production, tool room and material handling equipment involving stamping presses, automatic coiling, punch press, multi-slide, 4-slide, grinding, heat treating and miscellaneous machines.
- 2.* Disassemble equipment as necessary, replace and/or rebuild defective components and parts such as motors, gears, bearings, shafts, fittings and controls, reassemble and check for proper operation.
- 3.* Rebuild production machines, tear down units, check and replace worn parts and fittings, reassemble, test and make necessary adjustments.
- 4.* Maintain and troubleshoot building heating, ventilation, air conditioning, air compressor and environmental control system problems, analyze nature of the problem, disassemble units as necessary and replace worn or defective component parts and units, reassemble, test and adjust.
- 5.* Layout, install and/or repair electrical power lines and make necessary control panel connections. Installation and repair include electrical panels, circuits and PLUs.
- 6.* Perform preventive and scheduled maintenance activities, electrical, oil and lubricate conveyors, material handling equipment, building equipment and production machines, change filters, empty dust collectors, inspect material handling equipment, and maintain and update required reports and records.
- 7.* Install new equipment, run in required power, water and air lines, make necessary connections, balance loads and install necessary venting and safety devices.
- 8.* Perform miscellaneous building electrical, carpentry, plumbing, cement and roof work activities as required and/or as assigned.
9. Order parts and supplies as needed.

- 10.* Perform maintenance inspection tours as scheduled, as well as maintain and update corresponding logs.
- 11.* Follow lockout/tag-out procedures at all times when working on machine and/or equipment.
- 12.* Operate forklift for removal/installation of machine subassemblies.
- 13.* Follow safety rules and keep work area in a clean and orderly condition.
- 14.* Notify Supervisor of unusual equipment problems.
15. Perform other related duties as assigned.

* = Essential duties of the job.

POSITION REQUIREMENTS AND SPECIFICATIONS:

- Six (6) to ten (10) years of mechanical with electrical experience working within a manufacturing environment required.
- Proven safety record and strong work ethic.
- Able to work 1st or modified 1st shift established schedule. Overtime may be required.
- Must possess machine and equipment knowledge and skills to troubleshoot and repair electrical panels, circuits and PLCs.
- Equally skilled in mechanical repairs and knowledge of stamping presses and peripheral components along with multi-slides, spring machines and heat treat ovens, pneumatic and hydraulic knowledge required.
- Proven ability to read electrical and mechanical prints. Must be able to operate a milling machine, lathe and related machine shop tools and hold required tolerances to complete mechanical repairs. The ability to perform building maintenance functions are also required.
- Proficient in the use of a variety of machine tools, precision inspection tools, electrical test meters, hand power tools, measuring tools, electrical and gas welding equipment and hand tools.
- Must be able to lift 50 pounds without assistance and able to stand and/or kneel for extended periods of time.

ADDITIONAL INFORMATION: Incumbent is required to gain an intimate understanding of the company operating practices. Incumbent works closely with other departments and staff to help ensure production machines, electrical and facility remains up, running and well maintained to ensure the ability to run production.

Must have a high level of energy, be results-oriented and have strong mechanical and electrical skills. Must be proactive, persistent, and able to handle multiple projects and customers while simultaneously able to work successfully within a very fast-paced, complex

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environment with rapidly changing priorities. This requires the incumbent be flexible, resilient, adaptable and embrace the company's mission, vision and values. Incumbent must enjoy a challenge and have a commitment to excellence and continuous improvement.

To perform this job successfully, incumbent must be able to perform each *essential* job duty satisfactorily. The requirements listed reflect the knowledge, skills, and abilities required. Must be able to put in the time required to ensure the company's ability to run production in a safe work environment and come in off shift, when necessary, to resolve problems and/or get machines/facility up and running.

Must adhere to and work safely in accordance with department and company safety requirements and understand the company's mission, vision, values and operating philosophies.