

# EAST COAST EROSION BLANKETS, LLC

## JOB DESCRIPTION: MANUFACTURING MAINTENANCE TECHNICIAN

### ***Position Summary:***

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in industrial establishment by performing the following duties. Reports to Manufacturing Plant Manager. FLSA Status is Non-Exempt.

### ***Essential Duties and Responsibilities include, but are not limited to:***

- Responsible for preventative maintenance activities for several areas. Responsibility includes but is not limited to: floors, roofs, curbs, man doors, roll-up doors, docks, docks levelers & dock locks, lighting systems (120 volt, 240 volt, 277 volt), company vehicles, central heating & cooling units, gates & fencing, parking lot, and toilets & sinks.
- Visually inspects and tests machinery and equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with appropriate people to diagnose problem or repair machine.
- Perform electrical, mechanical, steam, air, and waste water maintenance activities on equipment, machinery, plumbing, building facilities, and grounds as assigned.
- Must perform planned, routine, or emergency mechanical or electrical repairs on the building or equipment as assigned.
- Must maintain the building, parking lot/pathways (including snow removal), and equipment in peak operating condition.
- Dismantle defective machines and equipment and install new or repaired parts.
- Perform bench-work repairs to help maintain equipment spare parts inventory.
- Meet daily with the Manufacturing Plant Manager to define priorities for the day's activities.
- Must be able to repair and troubleshoot mechanical, electrical, pneumatic, and hydraulic equipment.
- Perform preventive maintenance including lubrication, adjustment, rebuilding, scheduled service, cleaning and assist operator on change over.
- Set up and operate machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs and fixtures, and tools.
- Operate cutting torch or welding equipment to cut or join metal parts.
- Fabricate and repair counters, benches, partitions, and other wooden structures.
- Track and maintain all required records.
- Responsible for the documentation and delivery of accurate preventative maintenance status data.
- Adhere to all safety practices, plant rules, company rules, regulations, and policies.
- Participate in maintenance project implementation and on process improvement teams.
- Identify opportunities for decreasing variation and cost of operation in current processing methods and make recommendations for improvement.
- Maintain proper housekeeping in work area as well as keep equipment clean and orderly at all times.
- Notify supervisor of any mechanical, material issues, quality or safety issues
- Attend seminars, training, educational activities as directed by the Manufacturing Plant Manager.
- Communicate effectively with company employees and all levels of management .

### ***Supervisory Responsibilities:***

- This job has no supervisory responsibilities.

### ***Competencies and Qualifications:***

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrate the following competencies, and meet the requirements listed below for knowledge, skill, and/or ability.

**Intellectual** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.

**Interpersonal** - Listens and gets clarification; Responds well to questions; Writes clearly and informatively; Able to read and interpret written information; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

**Organization** - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources; Shows respect and sensitivity for cultural differences; Treats people with respect; Upholds organizational values; Follows policies and procedures; Supports organization's goals and values.

**Self Management** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Demonstrates persistence and overcomes obstacles; Prioritizes

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and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Completes work in timely manner; Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Is consistently at work and on time.

**Education and/or Experience** – High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills** – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills** – To perform this job successfully, an individual should have knowledge of Manufacturing software. Ability to operate computers and maintenance diagnostics equipment including analog and digital.

**Certificates, Licenses, Registrations** - Current driver's licenses, forklift operator's certification.

**Other Skills and Abilities** – Ability to work varied shifts, including nights, weekends and holidays. Willingness and physical ability to work on the production line if needed.

**Other Qualifications** –

- Extensive electrical knowledge of photo sensors, PLCs & Relay logic.
- Familiar with the safe operation of production line conveyor equipment, machinery, rolling stock equipment, and various light and heavy machinery.
- Basic knowledge of electronics, pneumatics, mechanics, hydraulics, and structural maintenance.
- Solid mechanical aptitude is required.
- Some experience in equipment maintenance, electrical and welding.
- Experience with 3 phase motors.
- Experience with Pneumatics and Hydraulics.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Must be able to lift and / or move 75 pounds or more with assistance.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is infrequently exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually very loud.

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**Job Description Acknowledgement** - I have received a copy of this job description and have read (or had it read to me) and I completely understand all my job duties, responsibilities, and performance criteria. I acknowledge I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to company needs without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my performance of the duties, responsibilities, and performance criteria outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description and performance criteria prior to signing this form.

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Employee's Signature

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Date

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Employee's Name (please print)

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