

Job Description

JOB TITLE: Maintenance Mechanic B	JOB CODE:
DEPT NAME: Maintenance	FLSA STATUS : <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT
DATE CREATED/REVISE: Rev. 8/2022	

POSITION SUMMARY (General statement reflecting the overall purpose of the position.)
Under the direction of the Maintenance Foreman assists in the cleaning, inspection and repairs of all facilities and equipment used by the company.
POSITION QUALIFICATIONS
MINIMUM EDUCATION: High school diploma or GED.
PREFERRED EDUCATION :
MINIMUM EXPERIENCE: Demonstrated experience in the repair and maintenance of mechanical equipment.
PREFERRED EXPERIENCE :
REQUIRED CERTIFICATIONS/LICENSURE :
PREFERRED CERTIFICATIONS/LICENSURE (e.g., CPR):
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Employee must be able to climb ladders to 40 feet; crawl in tight spaces (twist and bend) under difficult conditions. Employee must also be able to operate forklifts, cranes, scissor lifts, and pallet jacks and must be able to lift, push and pull a minimum of 50 pounds. General knowledge of mechanical equipment repair and maintenance. Must be able to work required hours, including possible shift, night and overtime schedules as necessary.
PREFERRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to carry out and complete all duties assigned to the satisfaction of the Maintenance Foreman in an efficient manner. Self-motivation and the ability to handle many different tasks.
SUPERVISORY RESPONSIBILITIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

<p align="center">ESSENTIAL / PRIMARY DUTIES</p> <p>(The essential job functions or primary responsibilities that must be performed unaided or with the assistance of an accommodation – all job functions should begin with an action verb)</p>	<p align="center">% OF TIME PERFORMING DUTY</p>
<p><u>ESSENTIAL JOB FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Daily cleaning of all restrooms/locker rooms. Police all offices for trash. Maintain plant grounds, and perform general housekeeping and other duties as assigned by Maintenance Foreman. 2. Dismantle equipment to gain access, and remove and replace defective parts using hoists, cranes, hand tools, power tools, measuring and testing devices, as required. 3. Start and run repaired equipment to test performance. 4. Follow established schedules, priorities and preventive maintenance schedule. 5. Lubricate and clean equipment according to manufacturer's specifications. 6. Notify supervisor of parts required for current repair work and spare parts for possible future requirements. 7. Perform inspection tours as assigned by supervision reporting equipment and systems in need of repair or preventive maintenance. 8. Maintain equipment repair logs and other records, according to established procedures. 9. Construct special fixtures and/or equipment to be utilized for either production or maintenance purposes. 10. Develop necessary skills such as welding, machining, plumbing, electrical and mechanical work. 11. Assure all assigned equipment is used, maintained and functioning properly. Report any operational or safety defects immediately. 12. Follow good working practices, safety practices and housekeeping functions in work areas in accordance with established procedures. 13. Maintaining oneself physically to assure that work functions can be performed and done safely. Reporting any physical restrictions to supervision which could cause a safety or health hazard to oneself or others. 14. Perform other related duties as needed. 	

WORKING CONDITIONS

Employee will work in an active plant environment with hot and cold conditions; high noise, dust and humidity levels; exposed to welding conditions and x-ray operations; repetitive lifting, bending, twisting and pulling.

DESCRIPTION OF PHYSICAL DEMANDS AND WORKING CONDITIONS

Essential job tasks or primary responsibilities which must be performed unaided or with the assistance of an accommodation. Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff members in this position.

Technical/Motor Skills		Mental Abilities		Working Conditions	
Data Input / Typing	<input type="checkbox"/>	Calculations	<input checked="" type="checkbox"/>	Inside	<input checked="" type="checkbox"/>
Copying	<input type="checkbox"/>	Interpreting Numbers / Data	<input checked="" type="checkbox"/>	Outside	<input checked="" type="checkbox"/>
Speaking Clearly	<input checked="" type="checkbox"/>	Analyzing	<input checked="" type="checkbox"/>	Extreme Cold (non-weather)	<input type="checkbox"/>
Answering Telephones	<input type="checkbox"/>	Forecasting	<input type="checkbox"/>	Extreme Heat (non-weather)	<input checked="" type="checkbox"/>
Precise Manipulation	<input type="checkbox"/>	Assessing / Evaluating	<input checked="" type="checkbox"/>	Temperature Changes	<input checked="" type="checkbox"/>
Calibrating Equipment	<input type="checkbox"/>	Explaining / Teaching	<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>
Reading	<input checked="" type="checkbox"/>	Synthesizing	<input type="checkbox"/>	Noise Level:	
		Attention to Detail	<input checked="" type="checkbox"/>	<i>Loud Noise</i>	<input type="checkbox"/>
		Memory	<input checked="" type="checkbox"/>	<i>Very Loud Noise</i>	<input checked="" type="checkbox"/>
Physical Requirements		Problem Solving / Reasoning	<input checked="" type="checkbox"/>	<i>Quiet</i>	<input type="checkbox"/>
Eye / Hand / Foot Coordination	<input checked="" type="checkbox"/>	Spatial / Form Perception	<input type="checkbox"/>	<i>Very Quiet</i>	<input type="checkbox"/>
Fingering / Fine Dexterity	<input type="checkbox"/>			<i>Moderate Noise</i>	<input type="checkbox"/>
Handling / Gripping/Squeezing	<input checked="" type="checkbox"/>	Sensory Requirements		Blood / Body Fluid/ Tissue	<input type="checkbox"/>
Transferring- Vertical/Horizontal	<input type="checkbox"/>	Ability to see:	<input checked="" type="checkbox"/>	Fumes / Odors	<input checked="" type="checkbox"/>
Lifting / Carrying	<input checked="" type="checkbox"/>	<i>No Special Requirements</i>	<input type="checkbox"/>	Toxic / Caustic Materials	<input type="checkbox"/>
<i>Sedentary</i>	<input type="checkbox"/>	<i>Close Vision</i>	<input checked="" type="checkbox"/>	Dust / Airborne Particles	<input checked="" type="checkbox"/>
<i>Light: 1-20 lbs.</i>	<input type="checkbox"/>	(clear vision at <20 inches)		Poor Ventilation	<input type="checkbox"/>
<i>Medium: 21-35 lbs.</i>	<input type="checkbox"/>	<i>Distance Vision</i>	<input checked="" type="checkbox"/>	Radiation	<input type="checkbox"/>
<i>Heavy >35 lbs. with assistance</i>	<input checked="" type="checkbox"/>	(clear vision at >20 feet)		Explosive Materials	<input type="checkbox"/>
Push / Pull	<input checked="" type="checkbox"/>	<i>Color Vision</i>	<input checked="" type="checkbox"/>	Dangerous Equipment	<input checked="" type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	(identify and distinguish colors)		Moving Mechanical Parts	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<i>Peripheral Vision</i>	<input checked="" type="checkbox"/>	Risk of Electrical Shock	<input type="checkbox"/>
Stooping/Bending	<input checked="" type="checkbox"/>	(ability to observe an area that		Exposure to Vibration	<input checked="" type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	can be seen up and down or			<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	to			
Sitting	<input checked="" type="checkbox"/>	the left and right while eyes are Fixed on a given point)		Travel	
Crouching / Squatting	<input checked="" type="checkbox"/>	<i>Depth Perception</i>	<input checked="" type="checkbox"/>	Local	<input checked="" type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	(three-dimensional vision: judge distances and spatial relationships)		Out of Town	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>				
Holding	<input checked="" type="checkbox"/>				

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Physical Requirements		Sensory Requirements		OSHA Task Category	
Flexing / Positioning/ Twisting	<input checked="" type="checkbox"/>	<i>Ability to Adjust Focus</i> (adjust eye to bring an object into sharp focus)	<input checked="" type="checkbox"/>	At risk for exposure to blood borne pathogens (Category I)	<input type="checkbox"/>
Restraining	<input type="checkbox"/>			May have exposure to blood borne pathogens (Category II)	<input type="checkbox"/>
Repetitive Activity	<input type="checkbox"/>				
Reaching	<input checked="" type="checkbox"/>	Ability to hear	<input checked="" type="checkbox"/>	No intentional exposure to blood borne pathogens (Category III)	<input checked="" type="checkbox"/>
Speed Movement / Velocity	<input type="checkbox"/>	Ability to feel	<input type="checkbox"/>		
		Ability to taste / smell	<input type="checkbox"/>		
				List other:	

The above job description is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the job but rather the minimum levels of knowledge, skills, and/or abilities to qualify for this position. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Some requirements, however, may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. Management retains the right to add or to change the duties of the positions at any time with or without notice.

I hereby acknowledge that I have read and understand the position qualifications, primary duties, physical requirements and working conditions and I agree to abide by this job description for as long as I am employed by De Dietrich Process Systems or until it has been revised or my job title changes. I further acknowledge that I have reviewed this job description with my supervisor and that I have been provided a copy of this document.

Employee Printed Name

Employee Number

Employee Signature

Date

Manager Signature

Date

As Applicable:

I have reviewed the tasks, physical and mental requirements identified in this job description with my patient. I authorize him/her to return to work under these conditions.

Physician's Signature

Date

THIS DOCUMENT DOES NOT CREATE AN EMPLOYEE CONTRACT, IMPLIED OR OTHERWISE. WE MAINTAIN AN "AT WILL" EMPLOYMENT RELATIONSHIP.