

Rev. 09/10/13-3	
<b>Name:</b>	<b>Job Title:</b> Mechanic C
<b>Department:</b> Maintenance	<b>Dated:</b>
<b>Shift:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup>	<b>Work Hours:</b> 8-10 hour, 4-7 days per week
<b>Reports to:</b> Maintenance Supervisor	<b>Status/Classification:</b> Non-exempt
<b><u>JOB DESCRIPTION</u></b>	

### **GENERAL / DEFINITION:**

Will be required to follow direction of the Maintenance Supervisor and assist other mechanics in the repair, maintenance and cleaning of the Line. Is responsible for following the proper methods of lockout, cleaning, and identifying and repairing loose or worn parts. Must be able to read downtime reports and follow checklists to make proper repairs daily, as well as, report in writing or verbally the repairs needed and the parts or equipment required to the lead man or supervisor. Maintenance of the Line is expected to be accurate, preventive and done in a timely manner. Must know and follow all safety guidelines. Always treat people with respect, work ethically, with integrity, accept responsibility for your own actions, uphold organization vision, values and objectives. Must work well with coworkers.

### **ESSENTIAL FUNCTIONS:**

**SAFETY NOTE:** LOCKOUT PROCEDURE IS TO BE IMPLEMENTED PRIOR TO ANY CLEANING OR PERFORMING ANY MAINTENANCE REPAIRS OR WORK ON EQUIPMENT

1. Follow checklist procedures
2. Read downtime reports and conduct the necessary repairs and adjustments
3. Identify and repair or replace worn parts
  - a. Chains, sprockets, gear box, rope, pulleys, etc
4. Grease bearings weekly
5. Oil chains daily
6. Clean the Line before any repair or maintenance
7. Check tension of chains, ropes and sprockets etc
8. Follow all safety guidelines at all times

### **REQUIREMENTS:**

Must supply own hand tools (wrenches, hammer, screwdrivers etc, refer to list). Must have 1-2 years experience with mechanical work preferably with production machinery and must have general mechanical aptitude. Must be able to complete general maintenance tasks as assigned with some assistance and training. Must meet productivity standards, complete work in a timely manner, and strive to increase productivity. Must be on time as scheduled each day and clock in and out for each shift and rest period.

**Physical:** Must have Ability to

1. Pass a formal physical exam
2. Lift/carry 35-50 pounds and up to 100 pounds
3. Bend, kneel and twist throughout the shift
4. Apply torque up to 50 pounds
5. Stand on feet 8-10 hours a day, 6-7 days a week
6. Lift and use all tools properly

7. Hear machine malfunctions
8. Visually identify worn parts
9. Must be capable of perceiving and understanding, above ambient noise and light levels, the production line starting alarm and forklift horns/ reverse alarms.

**Other:** Must have

1. A background check that meets the requirements of the company (i.e. no felonies or related concerns)
2. Knowledge of tools and their uses (grinders, ratchets, drills, etc)
3. Ability to drive a forklift and be certified within 90 days
4. Ability to read English (downtime reports and checklists)
5. Skills in addition, subtraction, multiplication and division
6. General knowledge of decimal equivalencies
7. Knowledge of how to read a tape measure

**ADDITIONAL FUNCTIONS:**

**Communication:**

1. Understand and follow direction from a team leader
2. Report verbally or written to lead man on all repairs or parts needed
3. Talk with and assist other mechanics
4. Talk with line workers to identify malfunctions
5. Read downtime output and checklists (in English)

**Safety:**

1. Must wear helmet, safety goggles and steel toed shoes at all times
2. Wear ear plugs, back brace and gloves when necessary
3. Know all safety procedures for each machine, tool and chemical used
4. Attend all safety training (and the once a month meetings)
5. Must address safety issues at work station immediately to a team leader
6. Must have full knowledge of safety lockout procedures
7. Must report accidents and injuries within 24 hours to a team leader
8. Must follow all safety requirements at all times

**WORK ENVIRONMENT:**

1. Required to wear issued uniform properly
2. Loud and heavy machinery
3. Indoor facility that is not air-conditioned or heated
4. Some outside repairs on sand conveyor systems
5. Up to 4 hours overtime a day may be required
6. May be asked to work 6-7 days a week
7. Can be placed on call
8. May be asked to work different shifts (day-night)
9. Dirty with cement and sand dust in the air
10. Uncomfortable working situations

**OTHER REQUIREMENTS:**

Teamwork

Must work well with all personnel, including all other departments, and follow all company rules, regulations and procedures.

Special Duties / Notes

This is to acknowledge I have read and understand the job description outlined above and on the preceding page(s): I am aware of the essential and additional functions, physical demands and safety requirements listed. I understand that the job description is an outline of my routine duties and thus, I understand that there will be occasions when I will be asked to go beyond my routine job duties to help my team members and the organization by assisting in other activities.

Employee Signature\_\_\_\_\_Date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_Date\_\_\_\_\_

Personnel Department\_\_\_\_\_Date\_\_\_\_\_

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<b>Approved Date:</b>		<b>Signature:</b>	

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