



## Maintenance Technician

### Job Description

<b>Department:</b>	Interior Millwork 31
<b>Job Status:</b>	Full-time
<b>Status:</b>	Non-Exempt
<b>Reports to:</b>	Plant Engineer
<b>Work Hours:</b>	Monday – Friday, 8 hours/day
<b>Positions Supervised:</b>	n/a

### POSITION SUMMARY

Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of Badger's business goals and objectives.

### ESSENTIAL FUNCTIONS

- Install and maintain production machines and the plant facility's equipment.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of equipment during machine service while following company Lock Out/Tag Out procedures.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, calibration, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to appropriate individuals.
- Comply with safety regulations and maintain clean and orderly work areas.
- Maintain railroad tracks as required by BNSF.
- Weather related functions (i.e., salting/sanding, snow removal, etc.) and yard maintenance.
- Inspect and maintain fire extinguishers and emergency lighting.
- Coordination and oversight of contracted janitorial services.
- Other duties as assigned.

### QUALIFICATIONS

- High School diploma or GED.
- Associates' Degree preferred in related field.
- 3-5 years' experience in manufacturing environment.

## KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn and utilize corporate enterprise systems.
- Effectively manage time and prioritize multiple tasks and responsibilities.
- Strong written, verbal and interpersonal skills required including conflict resolution.
- Work independently and as a strong team member.
- The drive to achieve personal success and advancement.
- Exceptional work ethic, attention to detail, team orientation, and commitment to detail.
- Ability to multi-task and thrive in a fast-paced environment, including the willingness and ability to take initiative in assuming challenging and/or special projects.
- Demonstrate ability to interact and communicate effectively with all company employees, customers and vendors.
- Able to assess, analyze, and solve problems with customers, vendors, and all channels of distribution.
- Ability to make critical decisions while following company procedures.

## PHYSICAL DEMANDS

### *Physical Abilities*

Stand	F	<i>Lift/Carry</i> 10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Handling/ Fingering	F	51-100 lbs	O
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F	<b>Push/Pull</b>	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs)	O
Squat or Kneel	F	26-40 lbs	O
Bend	F	41-100 lbs	N

### **N (Not Applicable)**

Activity is not applicable to this occupation.

### **O (Occasionally)**

Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)

### **F (Frequently)**

Occupation requires this activity from 33%-66% of the time (2.5-5.5 + hrs/day)

### **C (Constantly)**

Occupation requires this activity more than 66% of the time (5.5 + hrs/day)

## WORK ENVIRONMENT

Indoor/outdoor. Safety goggles required in manufacturing environments. Will be frequently exposed to dust and loud noises, moving mechanical parts and vibration.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

The company had reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and necessary to ensure the continued growth and development of the employee and the company.

2/15/2017