



JOB SUMMARY - MAINTENANCE MECHANIC

(Classification: Non-Exempt)

Shift: Day/Swing/Grave

Reports to: Maintenance Supervisor

Position Summary: Responsible for repairs and maintenance of machinery and mechanical equipment, such as engines, motors, conveyor systems, and production machines and equipment, using hand tools, power tools, and precision measuring and testing instruments. Also responsible for building, truck, and lift truck repairs and maintenance.

Responsibilities:

- **Safety Repairs:** Be attentive to potential safety hazards and make appropriate repairs to maintain OSHA compliance.
- **Downtime Repairs:** Ensure that production downtime is minimized through effective trouble shooting, diagnosis, and repair of machinery. Identify downtime cause and find solution to prevent reoccurrence when applicable.
- **Preventative Maintenance:** Complete weekly preventative maintenance assignments while properly prioritizing workload. Execute all listed check points and notify supervisor if any deviations were deemed appropriate. Perform quality work using sound judgment that is reasonable to task being performed.
- **Building Maintenance:** Complete assigned building maintenance tasks including required plumbing, electrical, central air/heating repairs.
- **Equipment/Process Improvement Projects:** Complete assigned projects, being attentive and solutions driven, and recommending possible process improvements that will increase efficiencies and production quality.
- **Knowledge:** Become and remain proficient in skills required to keep plant equipment and building in good working order including lubrication, plumbing, electrical, fabrication, hydraulics, welding, and carpentry. Become and remain knowledgeable of plant equipment at an expert level.
- **Communication:** Establish and maintain positive relationships in the workplace by communicating in a respectful and professional manner. Actively communicate with other maintenance staff passing down relevant information to ensure smooth workflow. Confer with production staff to solve mechanical issues when appropriate.

Qualifications/Experience/Skills/Requirements:

- Minimum of 5 years maintenance mechanic experience
- Versatile mechanical abilities including electrical, plumbing, fabrication, etc.
- Ability to multi-task and work in an organized manner
- Self-motivated and ability to work without direct supervision
- Excellent problem-solving skills and resourcefulness
- Good verbal / written communication and people skills
- Ability to read and write English and perform basic business math
- Advanced knowledge of customary mechanical tools and equipment
- Basic knowledge of standard office equipment (computer, calculator, etc)

Job Requirements:

- Ability to work overtime including weekends and holidays

To apply please email resume to Mary Ann Jennison at mjennison@gusmerenterprises.com