



## MAINTENANCE TECHNICIAN

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DEPARTMENT:	Maintenance	REPORTS TO:	Engineering Manager
DIVISION:	Columbia City	FLSA STATUS:	Nonexempt
JOB CODE:	6010	EFFECTIVE DATE:	05/11/2021

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### JOB SUMMARY

Responsible for installing and maintaining the good condition and functionality of all industrial plant equipment needed for production operations. Performing preventative maintenance on all equipment, facilities, and related property.

### QUALIFICATIONS

#### Education/Experience:

Vocational Degree in a technical discipline, plus five (5) years of maintenance experience in an industrial setting; or an equivalent combination of education, training and experience. Experience in repair/maintenance and installation/dismantling of industrial plant equipment required.

Must Possess Valid Drivers License with Good Driving Record.

#### Knowledge/Skills/Abilities:

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Flexibility to adjust plans and schedules to accommodate team member requests and to work overtime.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Ability to write basic notes and enter electronic requisitions. Ability to read and interpret information such as safety rules, work standards, work instructions. Ability to write basic notes and enter electronic requisitions. Ability to read and interpret information such as safety rules, work standards, work instructions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills: Proficient computer skills using a variety of software applications systems to access material, record labor hours and access Employee Self Service.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking and analytical skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.



Machine/Equipment Skills. The ability to read electrical schematics, ladder logic a plus. Ability to read and comprehend facility and equipment drawings. Basic understanding of electrical, hydraulic automation troubleshooting and other systems. Knowledge of general maintenance processes and methods. Working knowledge of tools, common equipment and devices used in machine/plant maintenance. Demonstrated high level of manual dexterity.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### **1. Responsibilities to include:**

- **Electrical**
    - Working and troubleshooting PLC's, controls wiring, switches, sensors, actuators, electromechanical devices, motors etc.
    - Interpreting wiring diagrams, ladder diagrams and electrical schematics to trouble shoot and repair electrical equipment.
    - Using necessary tools/equipment to work on industrial electrical wiring and troubleshooting (up to/including 480volt 3 phase).
    - Operating of low voltage switchgear for shutdowns and repairs.
  - **Mechanical**
    - Performing required work from sketches, blueprints and drawings.
    - Diagnosing/repairing of mechanical, hydraulic and pneumatic equipment.
    - Installing and repairing of plumbing and piping.
    - Performing basic welding, cutting and fabrication.
2. Support production operations by ensuring the functionality of production equipment and machines through safe and efficient repair and maintenance, including mixers, furnaces, conveyors, pumps, cranes/hoists, robots, CNC lasers, etc.
  3. Ensure that tools and materials are maintained in good working order and are available when needed.
  4. Ensure both internal and outside customer demands are met in a timely manner.
  5. Maintain physical condition and cleanliness of work area.
  6. Ensure proper use of equipment and proper PPE required at all times.
  7. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
  8. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
  9. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
  10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
  11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
  12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.



13. Perform other tasks as assigned.

### **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the Team Member is constantly required to stand; frequently required to walk; use hands to finger, handle or feel, kneeling and reach with hands or arms; occasionally required to climb stairs, ladders, scaffolds and power lifts, talk or hear. Team member is required to lift or carry up to 25 pounds frequently, and up to 75 pounds occasionally.

### **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position the team member will work in a manufacturing environment. While in manufacturing areas, the team member may also be exposed to moderate background noise, moderate amounts of airborne graphite dust, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard surfaces for standing and walking. Personal Protective Equipment (PPE) may be required.

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Team Member's Signature

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Date

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Manager's Signature

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Date