



SEWING MACHINE MAINTENANCE & REPAIR TECHNICIAN

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Supervisor

DIVISION: Spokane

FLSA STATUS: Non-Exempt

JOB CODE: 6049

EFFECTIVE DATE: 6/20/2024

JOB SUMMARY

Perform sewing machine setup, troubleshooting, repairs, and preventative maintenance in an industrial setting.

QUALIFICATIONS

Education/Experience

A minimum of two (2) years of sewing machine repair and maintenance experience, required.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and comprehend instruction and repair manuals, safety rules and requirements, and work standards and processes. Basic understanding of industrial sewing production equipment and functions. Working knowledge of general maintenance processes and troubleshooting techniques applied to industrial sewing machines and equipment. Ability to use hand tools, and repair equipment and devices.

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.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to effectively communicate both verbally and in writing business need for repairs, maintenance, supplies, tools, or equipment. Ability to effectively communicate job related information in one-on-one and small group situations with other Team Members, including management.

Computer and Applications Skills. Proficient computer skills and working knowledge of Microsoft Office including Word, Excel and PowerPoint.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to identify and prioritize urgent maintenance and repair needs, requests, and emergencies, and communicate as needed to supervisor(s) in a timely manner.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and effectively support industrial sewing production operations by:
 - a. Preparing and performing sewing machine setups for scheduled production runs.
 - b. Conducting scheduled preventative maintenance on sewing machines and related parts/equipment.
 - c. Performing repairs of sewing machines during machine servicing.
 - d. Thoroughly conducting troubleshooting techniques to identify equipment and operational issues, and providing emergency/unscheduled repairs of sewing machines to minimize production disruptions.
2. Read, interpret, and perform sewing machine maintenance and servicing per instruction and repair manuals.
3. Properly communicate, both verbally and in writing, business needs for repairs, maintenance, supplies, tools, and equipment.
4. Record and maintain accurate and detailed service records and documentation.
5. Proactively educate Team Members on proper machine usage and best practices.
6. Maintain a safe, organized, and clean maintenance work area, ensuring tools and materials are kept in good working order and available, as needed.
7. Continuously comply with OSHA Safety and Health Standards while performing works tasks.
8. 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.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. 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.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
14. 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.

Must be able to sit and stand for long periods of time, bend and reach, walk, stoop, kneel, crouch and use hands and fingers to feel and grasp. Ability to lift and carry up to 25 pounds frequently and lift 75 pounds occasionally. Must be able to communicate effectively in English in person and in writing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) required.

Team Member's Signature

Date

Manager's Signature

Date