

## LEAD MAINTENANCE TECHNICIAN

<b>DIVISION:</b>	Aluminum	<b>JOB CODE:</b>	6031
<b>LOCATION:</b>	Salisbury	<b>JOB FUNCTION:</b>	Maintenance
<b>DEPARTMENT:</b>	Maintenance	<b>FLSA STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Maintenance Supervisor	<b>EFFECTIVE DATE:</b>	02/25/2025

### JOB SUMMARY

Coordinate day-to-day facility maintenance requirements. Perform installations and advanced routine preventative maintenance on equipment, general plant maintenance tasks, and troubleshooting and repair, as needed, to ensure optimal operability of plant equipment and a safe working environment. Address and resolve urgent maintenance and repair requests, and perform root cause analyses to minimize downtime and prevent future business disruptions.

### QUALIFICATIONS

#### Education/Experience

A minimum of six (6) years of maintenance and repair experience; or equivalent combination of related education, training, and experience. Prior leadership experience and/or experience leading maintenance functions and personnel preferred.

Technical certification(s) and/or prior experience with HVAC, Electrical Systems, Welding and CNC Machining, a plus.

Valid driver's license, preferred.

#### Knowledge/Skills/Abilities

**Technical Skills.** Ability to read and interpret facility and equipment drawings, manuals, and instructions. Advanced working knowledge of tools, industrial production equipment and devices, and ability to use hand operated and power tools, including torches, plasma cutters and precision tools. Proficiency with performing tasks with precision and manual dexterity. Ability to apply general maintenance processes and methods. Ability to operate industrial production equipment. Ability to obtain and maintain forklift certification.

**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 a positive or negative situation, listen and obtain clarification and perspective, and respond well to questions and inquiries. Proficiency in writing clearly and concisely. Ability to respond quickly, appropriately, and competently to emergencies, and report timely to supervisor and plant leadership. Ability to provide direction, guidance, and support to employees in an appropriate manner, ensuring that tasks and objectives are completed correctly and timely.

**Computer/Applications Skills.** Basic computer skills. Ability to record and enter electronic requests, statuses, and resolutions in CMMS (Computerized Maintenance Management System).

**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 perform basic math (e.g., addition, subtraction, multiplication, and division, including fractions and decimals).

**Flexibility.** Ability to work outside of normal schedule due to business demands, including but not limited to power outages and equipment downtime.

**Professional Investment.** Demonstrated commitment to own personal and professional development and learning. Passion for developing self and others.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Ensure safe and optimal functionality of plant and production machinery, equipment, and industrial vehicles (i.e. forklift), by:
  - a) Regularly cleaning and applying lubricants to equipment components, and replenishing fluids, as needed.
  - b) Routinely conducting preventative maintenance functions per plant/equipment requirements.
  - c) Quickly inspecting and diagnosing reported issues, and taking appropriate actions to troubleshoot and provide resolution.
  - d) Accurately recording, entering and/or communicating statuses of work orders and other maintenance related tasks and requests.
2. Perform general plant repair and maintenance functions, including but not limited to:
  - a) Handling facility upkeep responsibilities within and outside of the physical structure, such as painting, carpentry, plumbing and electrical work.
  - b) Completing general plant housekeeping and cleanliness tasks, such as sweeping, cleaning, organizing, and operating a floor scrubber, if applicable.
  - c) Effectively coordinating and taking the lead on equipment installations, modifications, and relocations.
3. Perform electrical maintenance and repair functions, by:
  - a) Working with controls wiring, switches, sensors, actuators, electromechanical devices, motors, etc.
  - b) Interpreting wiring diagrams and electrical schematics to trouble shoot and repair electrical equipment.
  - c) Using necessary tools and equipment to do basic work on electrical wiring and troubleshooting (up to/including 480volt 3 phase).
  - d) Construction and installation of electrical panels from drawings/schematics.
4. Perform mechanical maintenance and repair functions, by:
  - a) Performing required work from sketches, blueprints and drawings.
  - b) Diagnosing/repairing mechanical, hydraulic and pneumatic equipment.
  - c) Performing intermediate welding, cutting and fabrication.
5. Collaborate with manufacturing departments and personnel to support and ensure business continuity and operational efficiency, by:
  - a) Partnering to proactively identify potential machining and equipment issues and providing consultation on corrective measures and preventative maintenance.
  - b) Conducting a thorough root cause analysis for machining and equipment failures by running diagnostic tests to discover functionality issues, and accurately reporting findings.
  - c) Maintaining continuous communication, providing regular updates, and making recommendations for process and procedural improvements.
6. Assist with the maintenance and management of CMMS system by:
  - a) Assigning/scheduling/closing work orders.
  - b) Adjusting inventory stock levels.
  - c) Ensuring work order completion by other department personnel.
7. Keep tools and maintenance materials in good working order so that they are available and functioning properly when needed. Oversee management of on-hand inventory for critical spare parts.
8. Thoroughly understand and comply with building codes related to electrical, hydraulic, pneumatic, and mechanical tolerances.
9. Appropriately confer and partner with internal and external customers and vendors to ensure business demands are handled timely and correctly.



10. Act as a point of contact for maintenance Team Members to identify constraints and facilitate communication between production and engineering, and quickly react and respond to machine issues or other factors impacting production.
11. Assist, support and train other maintenance technicians on complex maintenance issues.
12. Continuously maintain a clean, safe, and organized workstation.
13. 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.
14. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
15. 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 but also independently.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continual improvement and prevent adverse effects and emergencies. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
18. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
19. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
20. 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 must be able to stand and walk for long periods of time, kneel, crouch, and bend, occasionally climb stairs, use hands and fingers to handle, grasp or feel, and reach in various angles with hands or arms. Must be able to lift or carry up to 25 lbs. frequently, and up to 75 lbs. occasionally.

## **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) such as approved footwear, respirators, safety glasses/goggles, may be required.

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Team Member's Signature

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Date